
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

January 29, 2016

ADMINISTRATIVE SPECIALIST II—(Franklin County—Central Office)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Franklin County— Central Office)—Grade 12—(\$2427.44-3215.75) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CHAPLAIN I—(Bell County— Bell County Forestry Camp)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: Graduate of a theological or divinity school with a master's or doctorate degree in divinity, theology or a related field that must include, or be supplemented by, three months of clinical pastoral training. Experience as an ordained minister will substitute for the required education on a year-for-year basis. Must have certificate of ordination or denominational/ecclesiastical approval.

CLASSIFICATION & TREATMENT OFFICER I—(Boyle County — North Point Training Center)—Grade 12—(\$2589.26-\$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree.

CORRECTIONAL CAPTAIN I—(Oldham County —Luther Luckett Correctional Complex) Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL LIEUTENANT-(Boyle County —North Point Training Center)—Grade 11—(\$2750 - \$3118.28) MINIMUM REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

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February 2, 2016

CORRECTIONAL LIEUTENANT-(Shelby County –KY Correctional Institute for Women)—Grade 11—(\$2750 - \$3118.28) MINIMUM REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT—TWO Positions (Shelby County – KY Correctional Institute for Women)—Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

ELECTRICIAN LICENSED SUPERVISOR—(Fayette County – Blackburn Correctional Complex)—Grade 12—(\$2589.26 - \$3215.72) MINIMUM REQUIREMENTS: Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN II—(Boyle Co.—Northpoint Training Center)—Grade 9—(\$1945.50 - \$2577.30) MINIMUM REQUIREMENTS: Must have three years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

OFFENDER INFORMATION SPECIALIST I— (Franklin County. —Central Office)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFENDER INFORMATION SUPERVISOR—Franklin County —Central Office) Grade 13—(\$2670.20-\$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in management, administration, legal, paralegal, or offender records. Administrative, management, legal, paralegal or offender records experience will substitute for the education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Wayne County –Probation and Parole)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PROBATION AND PAROLE OFFICER- (Jefferson County–Probation & Parole) -
GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college
or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER- (Jefferson County –Probation & Parole) -
GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college
or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER- (Jefferson County –Probation & Parole) -
GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college
or university with a bachelor's degree. Must be 21 years of age.

**PROBATION AND PAROLE OFFICER- (Whitley County–Probation & Parole) - GRADE:
12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or
university with a bachelor's degree. Must be 21 years of age.

Recurring Positions:

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg,
Oldham, & Shelby counties) –Grade 9-(\$2200 - \$2,416.22)**

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.