
**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

July 19, 2013

ADMINISTRATIVE SECRETARY—(Oldham Co. — Luther Lockett Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: High school graduate. Must have four years of office support experience. Additional education will substitute for the required experience on a year-for-year basis. Office support experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Shelby County-KY Correctional Institution for Women)—Grade 12—(\$2427.44 - \$3215.72) 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.

ADMINISTRATIVE SPECIALIST III—(Morgan County-Eastern KY Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) 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.

ASSISTANT DIRECTOR—(Franklin County—Probation & Parole/Central Office)—Grade 17—(\$3908.94 - \$5178.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have four years of administrative or management experience. A master's degree will substitute for one year of the required experience. Additional administrative, management or research experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I—(Morgan Co. —Eastern KY Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS: Graduate of a college or university with a bachelor's degree.

CORRECTIONAL FARM CREW LEADER—(Oldham County—Roederer Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS: High school graduate. Must have one year of agricultural experience. Additional education or training in agriculture will substitute for the experience on a year for year basis. Must be 21 years of age.

CORRECTIONAL SERGEANT—(Shelby Co. -KY Correctional Institution for Women)—Grade 10—(\$2139.80 - \$2834.88) MIN 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.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

July 22, 2013

CORRECTIONS EDUCATION SPECIALIST I-FFTL-(Boyle Co- Northpoint Training Center) Grade 12-(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will substitute for the bachelor's degree.

INTERNAL POLICY ANALYST III-(Franklin County-Central Office)-Grade 15- (\$3230.84-4280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

OFFENDER INFORMATION SPECIALIST I- (Franklin Co. - Central Office)-Grade 11-(\$2206.92 - \$2923.38) MIN. 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.

PROPERTY OFFICER I-(Oldham County-Roederer Correctional Complex)-Grade 9-(\$1,823.90 - \$2,416.22) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Additional experience in the above or related fields will substitute for the education on a year-for-year basis.

STAFF ATTORNEY III-(Franklin County-Central Office) GRADE: 17 - \$3908.94 - \$5178.72 **MINIMUM REQUIREMENTS: EDUCATION:** See Special Requirements. **EXPERIENCE:** Must have two years experience in the practice of law. **EDUCATION:** A Master of Law degree will substitute for one year of the required experience. **SPECIAL REQUIREMENTS:** Must be licensed to practice law in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs for the length of employment in this classification.

**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://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, 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.