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

For more information about the Department of Corrections visit:
<http://corrections.ky.gov>. To inquire information on job postings contact:
DOC.Recruit@ky.gov or (502) 564- 4636.

December 9, 2016

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliott, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2500)

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

ADMINISTRATIVE SECRETARY—(Muhlenberg County —Green River Correctional Complex)—Grade 10—(\$2139.80 - \$2834.88) MIN REQ: High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Jefferson County –Probation and Parole)—Grade 10—(\$2139.80 - \$2834.88) 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 II—(Fayette County –Blackburn Correctional Complex)—Grade 10—(\$2139.80 - \$2834.88) 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.

CLASSIFICATION & TREATMENT OFFICER I—(Shelby County – Kentucky Correctional Institution for Women)—Grade 12—(\$2589.26 - \$3430.10) MIN REQUIREMENTS: Graduate of a college or university with a bachelor's degree.

CORRECTIONAL SERGEANT— (Lyon County – Western Kentucky Correctional Complex) -Grade 10—(\$2650.00 - \$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.

CORRECTIONS EDUCATION SPECIALIST II – (Shelby County – Kentucky Correctional Institution for Women) Grade 13 – (\$2848.22 – \$3791.68) MIN REQUIREMENTS: Graduate of a college or university with a Masters Degree in education (academic or vocational).

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CORRECTIONS RECREATION LEADER—(Oldham County— Kentucky State Reformatory)—Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS:

Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis

CORRECTIONS RECREATION LEADER—(Fayette County— Blackburn Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis.

ELECTRICIAN LICENSED SUPERVISOR—(Lyon County —Kentucky State Penitentiary)—Grade 12—(\$2589.26 - \$3430.10) 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.

ELECTRONIC TECHNICIAN III— PART TIME: (Boyle County – Northpoint Training Center)—Grade 12—(\$2589.26-\$3430.10) MINIMUM REQUIREMENTS: High School Graduate. Must have 3 years of technical experience in the installation, maintenance, and repair of electronic equipment. Technical training in electronics or a related field will sub. for the experience on a year-for-year basis. Additional technical experience will substitute for the education on a year-for-year basis.

EXECUTIVE STAFF ADVISOR – (Franklin County – Division of Substance Abuse) – Grade 16 – (\$3790.80 - \$5021.82) 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.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Boyle County – Northpoint Training Center) Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFENDER INFORMATION SPECIALIST I— (Fayette County — Blackburn Correctional Complex) Grade 11—(\$2354.04 - \$3118.28) MIN. REQUIREMENTS: Graduate 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.

PROBATION AND PAROLE INVESTIGATOR-(Adair County—Probation and Parole) GRADE 12 – (\$2589.26 - \$3430.10) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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PROBATION AND PAROLE OFFICER- (Daviss County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Woodford County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) 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 – (\$2589.26- \$3430.10) 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 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Hopkins County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Campbell County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. 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 receive more information 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.