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

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

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September 30, 2016

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**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.

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**ACCOUNTANT III— (Fayette County – Blackburn Correctional Complex) Grade 10— (\$2139.80 – \$2834.88) MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

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**CORRECTIONAL LIEUTENANT- (Oldham County – Roederer Correctional Complex) - Grade 11—(\$2800.00 - \$3118.28) MIN 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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**CORRECTIONS UNIT ADMINISTRATOR I—(Morgan County— Eastern Kentucky Correctional Complex) – Grade 14—(\$3133.00 - \$4150.30) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Oldham County- Roederer Correctional Complex) Grade 8—(\$1768.70 - \$2342.96) 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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**OFFICE SUPPORT ASSISTANT II-PART TIME – (Franklin County- Division of Parole & Victim Services) Grade 8—(\$1768.70 - \$2342.96) 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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JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)

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October 3, 2016

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**OFFICE SUPPORT ASSISTANT II- (Muhlenberg County- Probation & Parole) Grade 8—(\$1768.70 - \$2342.96) 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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**OFFICE SUPPORT ASSISTANT II- (Barren County- Probation & Parole) Grade 8— (\$1768.70 - \$2342.96) 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- (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.

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**PROBATION AND PAROLE OFFICER- (Fayette 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.

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**PROBATION AND PAROLE OFFICER- (Hardin 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.

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**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.

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**PROBATION AND PAROLE OFFICER- (Johnson 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.

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**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> 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.**