

**Department Of Criminal Justice Training
Memorandum**

To: All D.O.C.J.T. Staff

From: Mary Pascal, Personnel Administrator

Subject: **Position Openings – LET Instructor I**

Date: February 26, 2013

CC: Commissioner Bizzack, Donna Masters, Charles Melville, Don Pendleton, Kevin Rader, JR Brown, Oakie Greer, Frank Kubala, CALEA Files

Due to recent transfers within the agency, there are full time, 18A, LET Instructor I positions available in the Investigations Section and the Patrol/Traffic Section. If you know of anyone who may be interested in one of these positions, please have them contact the Personnel Office at 859 622-8601 or email at docjt.employment@ky.gov.

This vacancy will post tonight at midnight and is listed as auto REQ ID #26604R on the Personnel Cabinet's online application system, Career Opportunities System (COS). In order to be considered you must complete an application on COS and apply for this position before the post ending date March 8, 2013. The system can be accessed at: https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20101&siteid=5031.

**COMMONWEALTH OF KENTUCKY
CLASS SPECIFICATION**

CLASS TITLE: LAW ENFORCEMENT TRNG INSTRUCTOR I		
TITLE CODE: 2471	GROUP: AUXILIARY LAW ENFORCEMENT	
SELECTION METHOD: 100% QUAL	REV. 05-98	SALARY: (MIN-MID) \$2670.20 - \$3554.70
NO. OF TEST QUESTIONS:		GRADE: 13
SELECTION ID: 8465	EXAM NO.	SPECIAL ENTRANCE RATE: No
POSITIONS IN THIS CLASS GENERALLY REPORT TO: TRAINING SECTION SUPERVISOR		
PRIMARY USER AGENCY: JUSTICE AND PUBLIC SAFETY CABINET		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides classroom instruction for established lesson plans in general law enforcement topics and/or specialized law enforcement fields; and performs other duties as required.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree.

EXPERIENCE: Must have three years of experience as a sworn law enforcement officer.

SUBSTITUTION CLAUSE:

EDUCATION: None

EXPERIENCE: Experience as a sworn law enforcement officer will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)

None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Teaches established lesson plans. Develops lesson plans and prepares instructional material on a limited basis. Coordinates visits by guest instructors, instructs trainees and coordinates training schedules. Prepares and presents written and oral reports. Speaks to interested groups.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS; HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in a classroom and/or simulated training setting.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

DATE CLASS ESTABLISHED: 06/16/1982

DATE OF LAST REVISION: 05/16/2008

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OR OTHER PROVISION OF SERVICES. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.