

# HERKIMER COUNTY JOB OPENING

**Department:** Probation

**Title:** Probation Officer  
*Permanent Opening, Full Time Position*

**Salary:** \$51,656.00 (2025 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

**DISTINGUISHING FEATURES OF THE CLASS:** This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. He/she also counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Officer may arrange for medical, mental health or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher-ranking probation professional. A Probation Officer is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all duties as required.

**MINIMUM QUALIFICATIONS:**

- (A) Satisfactory completion of a Probation Officer traineeship, or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor’s degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency.

**NOTE:** Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

**PROMOTIONAL QUALIFICATIONS:** This position is not filled by promotion.

**SPECIAL REQUIREMENT:** Where required, possession of a current driver’s license or the ability to otherwise meet the transportation requirements of this position.

**NOTE: Counseling Experience** involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

**Law Enforcement Experience** involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

**Education Experience** involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

**Casework Experience** involves activities directed toward enhancing a client’s ability to cope with and solve problems and the referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.

**NOTE:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

**NOTE:** The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard specifications for Professional Probation Positions.

**NOTE:** This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

**CONTACT** for further information: **Michael Scalise, Director of Probation**  
**Herkimer County Department of Probation**  
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**Herkimer, NY 13350**  
**315-867-1160**

Please Post for 10 Working Days (6/16/2025 through 6/27/2025)