

HERKIMER COUNTY JOB OPENING

Department: Social Services

Title: Senior Employment Counselor
Permanent Opening, Full Time Position

Salary: \$46,313.00 (2026 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 a professional level position that provides professional employment guidance and related services to clients participating in various aspects of the local social service programs. The duties involve assisting social services clients in formulating and modifying their employment plan, which may involve remedial education, specialized skill training, and related supportive services. The Senior Employment Counselor differs from the Employment Counselor by the increased responsibilities and independence of work performed. Work is performed under direct supervision of a higher-level staff employee, when necessary, to offer guidance and instruction on individual problem cases. Direct supervision is exercised over the work of Employment Unit staff. The incumbent of this position does related work as required.

MINIMUM QUALIFICATIONS/ACCEPTABLE TRAINING AND EXPERIENCE:

Either: (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public administration, economics, education, social science, human services, law or closely related field and one year experience in employment activities, counseling, placement, legal services or other closely related employment duties of the position;

Or: (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree, and three years of full-time experience in employment related activities, counseling, placement, legal services or other closely related employment duties of the position;

Or: (C) Satisfactory completion of a minimum 60 semester credit hours in a regionally accredited or New York State registered two-year college and four years of full-time experience in the areas defined in (B);

Or: (D) Any equivalent combination of training and experience defined by the limits of (A) through (D).

Promotion

One year of permanent competitive class status as an Employment Counselor

CONTACT

for further information: Timothy Seymour, Commissioner of Social Services
Herkimer County Department of Social Services
301 N. Washington Street, Ste 2110
Herkimer, NY 13350
315-867-1222

Please Post for 10 Working Days (1/12/2026 through 1/26/2026)