

HERKIMER COUNTY JOB OPENING

Department: Probation

Title: Senior Probation Officer
Anticipated Opening, Full Time Position

Senior Probation Officer
Permanent Opening, Full Time Position

Salary: \$56,594.00 (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 senior professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which require them to meet certain standards of conduct. The incumbent performs all the duties and exercises all the responsibilities of a Probation Officer; however he/she is responsible for more complex assignments than those assigned a Probation Officer and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. He/she normally is assigned as the lead worker of a unit or a team leader of professional and para-professional probation personnel when a team approach is used. He/she may also be assigned special programs and/or projects. The work is performed under the general supervision of a Probation Supervisor with limited leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is not a characteristic of this position. The position varies from that of a Probation Officer by the complexity of the cases assigned, possible responsibility for special projects and responsibility as a lead worker position. A Senior Probation Officer is 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 related duties as required.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

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 including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience of a Probation Officer.

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.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Probation Officer.

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

NOTE: Social Science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science and sociology.

Behavioral Science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

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
109 Mary Street, Ste 1202
Herkimer, NY 13350
315-867-1160