Human Resources
Personnel ◦ Civil Service ◦ Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

CORRECTION OFFICER-PROVISIONAL

SALARY: $52,020; FT (Untrained)
$58,634; FT (Trained)
$28.00/HR; PT (Trained)

DEPARTMENT: SHERIFF

LAST FILE DATE: 11/30/2026

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined, but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher- level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of a high school equivalency diploma. Possession of a valid New York State Driver's License.

ADDITIONAL QUALIFICATIONS:

All appointees must:
1. Meet all applicable sections of the New York State Public Officers Law.
2. Be age 20 at time of appointment.
3. Possess a valid New York State driver's license 30 days prior to probationary appointment and maintain same while serving in the title of Correction Officer.

4. Applicants must be legal residents of New York State and reside in one of the following counties at the time of application:

Montgomery, Albany, Delaware, Fulton, Greene, Hamilton, Herkimer, Madison, Oneida, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, or Washington.

Applicants must meet the applicable residency requirements at the time of application and maintain residency in an eligible county throughout employment.
(Per New York State Public Officers Law § 3(48), as amended)

5. Consent to a background investigation and have no record of felony conviction. Misdemeanor conviction may bar appointment.
6. Meet all medical and psychological standards in effect at time of appointment.
7. Participate in Drug and Alcohol Screening, both prior to appointment and the term of employment.

Provisional Appointment pending successful completion on the civil service exam and being reachable on the list

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.