



BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: [Employment Application](#);
Equal Opportunity Employer ~ February 17, 2020 – February 21, 2020

COUNTY CLERK

Deputy Circuit Court Clerk I (\$25,119 - \$28,256)

Required: A high school diploma or equivalent; additional coursework in legal office administration, business or related areas is preferred. A minimum of one year of office experience, preferably in a legal or governmental organization; a minimum typing speed of **40 words per minute net**.

Note: Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Duties: Responds to confidential requests for information from citizens, attorneys and others; provides information, collects fees and prepares certified documents. Enters, updates and retrieves information utilizing a computerized recordkeeping system. Prepares and processes various records and documents according to their purpose by following standard procedures while maintaining privacy rights. Indexes and maintains departmental files. Assists the County Clerk in performance of clerical, bookkeeping and secretarial activities involving the Circuit Court. Responds to walk-in and telephone inquiries; provides information regarding departmental practices and procedures. May schedule hearings and case conferences; receive case files; notify all parties to be present at hearings and instructs them of court date and procedures. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

TRIAL COURT

Trial Court Clerk II (\$28,297 - \$37,920)

Required: High school diploma or GED and one year of general clerical experience. Minimum typing speed of **40 words per minute net**. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Desired: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various word processing and spreadsheet computer software programs.

Special Employment Conditions: Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing and background check, before employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained. Regular, reliable and predictable attendance. Ability to maintain confidentiality, effective working relationships with other employees and interact effectively with the general public. May be required to obtain state certification as a certified electronic recorder (CER) or certified electronic operator (CEO); subject to random alcohol and drug testing per the Court's policy. May be assigned to work at any Berrien County Trial Court location during the course of employment.

Duties: Performs public, police and assignment counter duties; cashier, daily balancing and bookkeeping duties; assignment clerk, courtroom clerk and backup court recorder duties as directed. Performs computer data entry, which includes opening, updating, disposition of cases, and post-judgment activities. Receives and receipts payments of bonds, fines, costs, fees, and other moneys, including probation supervision fees and restitution payments. Accepts pleas in traffic civil infractions cases; assesses fines and costs as directed by the judges. Answers telephones and responds to inquiries regarding court fines, costs, fees, etc., court schedules and information regarding the Civil and Criminal Divisions. Receives and processes departmental mail; prepares judgments, calendar, processes garnishments, and case file vouchers. Swears in persons on complaints and witnesses signatures. Recalls outstanding warrants; types correspondence, pretrial sentence reports and scheduled appointments. Cross-trained with other similar positions within the Trial Court. Operates computers and office equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

CJIS-LEIN Entry & Live-Scan Technician (\$14.11/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: High school diploma or GED. Typing speed of **40 WPM net**. Must maintain Michigan CJIS/LEIN Operator Certifications throughout employment; possess the dexterity and mobility necessary to properly scan fingerprint images from subjects referred by the court.

Note: Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Desired: Experience as a Certified CJIS/LEIN Operator, CJIS/LEIN and/or a Terminal Agency Coordinator with a comprehensive knowledge of CJIS rules and procedures. General knowledge of Criminal Justice procedures and terminology. General knowledge and experience with a variety of computer applications.

Duties: Receives qualified court orders and performs analysis to assure accuracy of data. Enters the court order into LEIN/NCIC as prescribed by CJIS requirements. Maintains accurate file of court orders and corresponding data entries. Performs routine audits to assure validity of entries and revises or corrects erroneous data. Cancels properly executed or expired court orders from LEIN/NCIC and returns files as directed by the court and CJIS rules. Enters Criminal Case History (CCH) into the Live-Scan biometric devices and captures corresponding ten-print images from subjects referred by the court. Submits electronic Live-Scan CCH files to CJIS and receives/records Case Transaction Number (CTN) return for the court. Works with Trial Court Security Supervisor, MSP-CJIS and/or the county Information Systems department. Performs routine maintenance, troubleshoots computer or network service issues and facilitates solutions. Assists with training of court officials to establish or maintain LEIN certifications and operation of Live-Scan. Develops and compiles information from data sources to create reports, illustrations or manuals under the direction of the Trial Court Administrator. Works with the Trial Court Security Supervisor to review and resolve any related issues. Completes any other related special projects and assignments as requested by the Trial Court Security Supervisor, including automation development of current processes. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Deputy Register (\$14.22/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. This position will not be filled and funded until 2020.

Required: Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or governmental office experience; demonstrates strong analytical skills and a net typing speed of **40 WPM net**. Must attain a minimum score of 75% on selected computer proficiency tests. May be required to obtain and maintain SCAO Certified Electronic Operator certification. Regular, reliable and predictable attendance.

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Duties: Under supervision of the Intake Manager-Juvenile Register and/or Probate Register, performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences, prepares paperwork and certified documents, answers the phone and responds to inquiries. Types material and uses a computer to maintain information. Receives petitions, orders, inventories, accountings, and other legal documents related to juvenile, child protective and probate proceedings, and examines them for sufficiency, accuracy and completeness. Responds to inquiries from citizens, attorneys and others; provides information, receives and receipts filing and other statutory fees. Attends court hearings and assists as required in creating court records of proceeding, responds to any procedural and factual questions of the judge, docket judge's order and follows up on any instructions beyond the order. Schedules case conferences, citation hearings or show cause hearings for those fiduciaries that are not fulfilling their responsibilities in a timely manner, and arranges service on interested parties for those conferences/hearings. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

TRIAL COURT

Law Clerk I (\$50,130 - \$67,179)

Required: Graduation from an accredited law school; no experience in legal research required. Familiarity with Westlaw and LexisNexis. **A resume, copy of college and law school transcripts and a writing sample must be included with your application.**

Special Requirements: Must successfully pass the Michigan Bar Exam and be admitted to practice law in the State of Michigan within the first year of employment to continue employment as a Law Clerk. Must successfully complete training and obtain state certification as a certified electronic operator (CEO) to operate courtroom recording equipment and record official court record. Possession of a valid vehicle operator's license. Must pass a pre-employment physical, mental exam, pre-employment drug and alcohol tests, and criminal and civil record checks. Employee will be fingerprinted

Desired: Knowledge of Michigan court system, laws, court rules, case law, Michigan Motor Vehicle Code, courtroom operations and procedures. Ability to use word processing and spreadsheet software.

Duties: Conducts legal research and prepares memoranda on civil and criminal motions, outlining issues and arguments of both parties involved and the proposed dispositions with stated reasons. Prepares draft opinions and orders; reads, classifies and maintains all briefs filed in the Civil Division in subject matter files for easy reference by the court as needed; maintains and updates the County Law Library and other research materials, shelves new volumes and maintains appropriate files, etc. Performs a variety of tasks incidental to the above, such as responding to inquiries from attorneys and others, composing and storing the work product, and other office and administrative duties. Serves as court organizer for motions. May be required to work flexible hours in the fulfillment of the duties of Law Clerk; completes special projects and assignments, including complex legal research, as required by a Trial Court judge. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Attorney Magistrate/Research Attorney (\$66,722 - \$89,415)

Required: Graduation from ABA accredited law school; admission to practice law in the State of Michigan and in good standing with the State Bar. A minimum of three years paid, fulltime trial court experience in the practice of law or one year prior experience as an Attorney Magistrate or Attorney Referee in the Circuit, District or Probate Court and Juvenile Court. Applicants for Attorney Magistrate may apply at a trainee level with less than the minimum experience. The successful trainee applicant will move, upon approval of the Chief Judge, from trainee salary level to full Attorney Magistrate salary level upon successful completion of the required one year minimum experience as an Attorney Magistrate or Attorney Referee.

Note: A legal writing sample must accompany your application.

Special Requirements: Successful completion of the Michigan Judicial Institute Magistrate Training Program within one year of employment. Establish and maintain voter registration in Berrien County. Possession of a valid motor vehicle operator's license. Must pass a pre-employment physical, including drug testing and criminal background check. Submit to random drug and alcohol testing per court policy. Regular, reliable and predictable attendance.

Desired: Knowledge of the criminal justice system, courtroom operations and procedures, including ability to conduct specific hearings; familiarity with agencies within Berrien County that service court clients. Considerable knowledge of criminal law, statutes, court rules, case law, local ordinances, and the state Motor Vehicle Code. Ability to maintain records and reports, communicate clearly, conduct legal research, prepare succinct opinions for the judges.

Duties: Under the direction of the Court Administrator and/or designee, exercises all jurisdiction, power and authority provided or allowed by law for a District Court Attorney Magistrate, including the jurisdiction, power and authority provided in Chapter 85 of the Michigan Judicature Act (MCL 600.8501 et seq.) and enters all orders and writs incidental to execution of the jurisdiction, power and authority granted, subject only to those limitations and restrictions imposed by the chief judge of the trial court by written order. Performs all related clerical, computer, record keeping and related functions. Advises and assists judges, attorney magistrates, probation officers, and clerical employees. Conducts hearings related to civil infractions, misdemeanors and small claims; swears in and examines witnesses. Accepts pleas of guilty and sentences defendants. Exercises a high degree of independent judgment throughout each step of the court's legal process. Stays current on legislation and laws affecting the court and law enforcement. Conducts complex legal research and prepares memoranda for judges. Maintains a close relationship with all court divisions, judges, probation officers, local police agencies, social service agencies, schools, and others in the community. Provides afterhours, weekend and holiday search warrant/arrest duty coverage assistance to police agencies, the court, Juvenile Center, and the Prosecuting Attorney's office. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT FINANCIAL OFFICE

Accounting Assistant (\$34,240 - \$45,883)

Required: A high school diploma or equivalent and a minimum of three years of accounting or finance experience; **OR** associate's degree in accounting, finance or related field and a minimum of one year of accounting or finance experience.

Desired: Coursework or experience in governmental accounting or finance; knowledge of computerized accounting applications and automated information systems.

Duties: Performs moderately complex accounting and bookkeeping work; maintains ledgers, journals and a variety of other financial records and reports. Prepares checks, vouchers, invoices, trial balances, and other bookkeeping records according to the established policies and procedures of the court. Classifies and posts expenditures and revenues to a manual and/or a computerized system. Prepares and enters data into a computerized accounting system, mainframe and personal computer. Reconciles and maintains various accounts and ledgers. Prepares detailed financial reports according to schedules, federal and state law or ad hoc reports as requested by the Accounting Manager. Operates cash register and/or computer. Maintains Bond and Trust Accounts. Prepares and maintains daily records of money received. Interacts with Trial Court customers and governmental agencies. Assists with office clerical functions. Completes special projects according to the Accounting Manager's directives. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Health Program Specialist (\$33,431 - \$37,610)

Required: A Bachelor's degree in public health, healthcare administration, human and or social service related field **OR** an Associate's degree in public health, healthcare, human and or social service related field; and two years project coordination and administrative office work experience is required. Possession of a valid vehicle operator's license and a vehicle is required. Must have regular, reliable and predictable attendance. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

Desired: Good computer skills and experience with MS Office suite, particularly MS Excel; familiarity with community services in Berrien County; experience working with diverse clients utilizing community services; excellent attention to detail in all tasks; excellent organizational skills and abilities with office practices; ability to communicate and work effectively with coworkers and the general public; excellent listening and writing skills. Ability to prioritize work tasks and efficiently allocate and manage time. Project management/coordination skills.

Duties: Responsible for day-to-day administrative operations of assigned program(s) inclusive of responding to phone, email, or in-person inquiries and support requests from clients/customers, visitors, and staff, as well as maintenance of program schedules, inventories and coordination of further supply needs/acquisitions. Manages projects and programs as assigned inclusive of filling role as State point of contact, managing work plans and monitoring progress, directing day-to-day and ongoing project/program needs, completion of required state and Department requested reports in a timely and quality manner, and responsibility for coordination of community partners as required by the project/program. Supports program supervisor(s) and staff in assessing and meeting the needs of clients and organizations served by program(s), planning appropriate services, and developing new projects, policies or procedures. Maintains files and records on behalf of designated program(s); oversees filing of records, data input, maintenance and quality, and assists program staff in preparation of a variety of records and reports. Coordinates referrals and referral process for assigned program areas to ensure community residents are connected to needed services in a timely and welcoming manner. Represents program(s) and Health Department on community workgroups and collaborations as assigned and/or deemed necessary for unique project/program assignments. Assists in the evaluation and continuous quality improvement efforts of program(s) and recommends changes to increase efficiency and effectiveness of program operations. Creates a variety of written materials such as letters, program information fact sheets/pamphlets, or event fliers, upon request and at the direction of program staff or as required of assigned project coordination role. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Nurse Practitioner (\$36.90 - \$42.72/hr.)

Note: This is a **temporary, supplemental position** working 15 to 20 hours per week, up to 1,000 hours per calendar year. There are no benefits.

Required: Certification as an advanced practice nurse in the State of Michigan. Current license to practice as a registered professional nurse. (For family planning services--nurse practitioner or certified nurse midwife. For school-based clinic--nurse practitioner.) **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: Possession of a valid driver's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Desired: Thorough knowledge of nursing theory and skills. Considerable knowledge of, and ability to apply the principles of, public health nursing theory and practice and of the principles of public health supervision. Considerable knowledge of other agencies' responsibilities and practices as they pertain to public health. Considerable knowledge of current trends, health issues and patterns of care. Working knowledge and appreciation of the contribution of the multidisciplinary team in health services, and the ability to participate in a team relationship.

Duties: Obtaining a health history. Assessing health/illness status. Entering a person into the healthcare system. Managing a care regime for patients within established standing orders. Teaching and counseling patients about health and illness. Conduct individual and group instruction. Interpret physicians' orders and instructions to patients. Maintain patient records and follow-up. Provide training and support for clinic staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Public Health Nurse (\$44,499 - \$50,057)

Required: Bachelor's degree in nursing and registration as a nurse in the State of Michigan; **OR** registration as a nurse in the State of Michigan and an accumulated total of two years of paid, fulltime experience in a hospital, clinic or the military services, which includes an accumulated total of one year of paid, fulltime experience in community or public health field nursing. Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside Berrien County.

Note: A Licensed Practical Nurse (LPN) is also able to apply for this position; an employee with an LPN is paid at one grade LESS on the salary schedule (\$39,663 - \$44,612). **A Berrien County application, resume and cover letter are required for this position.**

Desired: Thorough knowledge of nursing theory and skills. Reasonable knowledge of: the scope of state and local public health programs; the practices of public health nursing and of applicable public health laws and ordinances; the epidemiology of communicable diseases and the ability to conduct epidemiological investigations; growth and development and the ability to recognize deviations from the norm; medical/clinical protocols and procedures. Ability to: interpret and explain public health laws and regulations; utilize problem-solving techniques in planning for and providing skilled nursing services; establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies, and the general public.

Duties: Promotes the health of individuals, families, and the community through education, counseling and appropriate preventive, therapeutic and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization of children and adults; communicable disease control; childhood lead poisoning; adolescent school services; case management of children with special needs; women, infants and children; nutrition education and family planning services. Participates in the determination of priorities for nursing services according to identified community needs and the kind and amount of available nursing service; maintains communication with professional and lay members of the community and with other social service agencies regarding public health services; provides supportive care by listening, managing client interactions and making referrals to appropriate agencies and organizations; documents client interaction, activities, phone calls and follow-up. Participates in activities to promote professional advancement through conferences, workshops and professional readings. Performs a variety of assessments and uses problem-solving techniques to determine a client's level of health risk. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Clinical and Community Health Services Manager (\$60,655 - \$81,284)

Required: Master's Degree in Nursing and a minimum of three years of experience in the field of nursing or public health services, which includes two years of overseeing program implementation **OR** a Baccalaureate Degree in Nursing and a minimum of five years in the field of nursing or public health services, which includes two years of overseeing program implementation. Possession of a current license to practice as a Registered Nurse in Michigan. Possession of a valid vehicle operator's license and a vehicle is required. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Desired: Professional knowledge of the concepts, principles and practices of clinical and community health services. Extensive knowledge of local and state laws, rules and regulations relating to clinical and community health services. Considerable knowledge of supervisory and training procedures and practices in order to develop and maintain an effective staff. Demonstrated knowledge of confidentiality regulations applicable to clinical and community health services. Proven ability to communicate effectively in oral and written form with clients, program staff, public and private agencies and businesses, and the general public. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

Duties: Establishes direction for departmental strategy to address public health issues related to, but not limited to, communicable disease, sexual health, immunization, maternal and child health, and other similar issues. Leads team through implementation of this strategy, collaborating with internal and external partners as appropriate. In accordance with funders and stakeholders, develops programmatic priorities and writes and maintains policies, procedures and work plans. Supervises staff of the CCHS area including hiring, evaluation, and disciplinary action. Monitors and assures staff compliance with applicable training, licensure, and certification requirements. Ensures programmatic and laboratory compliance with regulatory and accreditation standards. Supports annual budget process for programs and functions within CCHS. Ensures work plans align with budget needs and allowances. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support programs' sustainability. Provides support and leadership to department-wide efforts to align with national accreditation standards including quality improvement, performance management, workforce development, strategic planning, and communication. Cultivates and maintains strong collaborative relationships with community partners. Represents the BCHD to a variety of stakeholders through participation in collaborative groups, presentations, and other formats. Completes other duties as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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JUVENILE CENTER – 24 hour facility

Cook (\$11.00/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Completion of the eighth grade is required. A high school diploma or equivalent is preferred. Previous experience in commercial or institutional food preparation is preferred.

Duties: The temporary cook works as an on-call, temporary employee to fill scheduled or emergency vacancies within the facility Food Service Department. Under the direction of a designated Juvenile Center supervisor, the temporary cook is responsible for preparing and serving palatable meals according to recipes and the established menus. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

JUVENILE CENTER – 24 hour facility

Temporary Youth Specialist (\$14.35/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology.

Duties: The Temporary Youth Specialist works as an on-call employee to fill temporary vacancies in the fulltime Youth Specialist schedule. Participates in supervising and reporting on programs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

JUVENILE CENTER – 24-hour facility

Assistant Supervisor (\$41,431 - \$55,519)

Required: A bachelor's degree in behavioral sciences or related field, or 60 semester hours of college credit with a minimum of two years of paid, fulltime experience working with juvenile delinquents or adult offenders in the justice field, or with clients in the social service/mental health fields.

Desired: Coursework in criminal justice, corrections or administration; supervisory experience in the field of juvenile or adult corrections; knowledge of accreditation standards and administrative rules relating to juvenile detention and residential treatment facilities; knowledge of computer applications in the justice system.

Special Requirements: Must submit to fingerprints and may be subjected to criminal record, character, drug testing, mental health screening and clearance before employment. Must possess a valid vehicle operator's license.

Duties: Supervises the work of Juvenile Center Group Leaders, Youth Specialists, substitutes, or unpaid personnel on assigned shifts; participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Distribute or ensure staff distributes medications to residents as prescribed, implement medical treatment plans as ordered, and process resident medical complaints. Maintain optimal security and programming in the facility by monitoring the facility security camera system and communication system. Arrange and supervise transportation for residents to and from home, court, hospital, dentist, doctor, etc. Assist the Juvenile Center Supervisor on the shift as needed or requested. Provide direct and immediate feedback or corrective discipline to childcare staff; ensure the implementation and documentation of emergency procedures by staff as required. Ensure that behavior management system guidelines are strictly followed. Monitor and/or coordinate all resident population movement within the facility and necessary security precautions are followed. Serve as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director or Director. Other duties as assigned.



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BUILDING & GROUNDS

Custodian (\$10.86/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. This position works evenings, and hours will be assigned by the evening supervisor.

Required: High school graduation or GED and one year of experience in custodial services. Must have a valid driver's license.

Duties: Perform a variety of custodial related tasks for all Berrien County facilities. Duties include floor care, sweeping, mopping, waxing and buffing. Other duties as assigned. Completes special projects and assignments as required by the Building and Grounds supervisory staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ANIMAL CONTROL

Kennel Worker (\$9.65/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Fondness for animals; ability to lift 50+ pounds; frequently required to bend, stand, stoop, walk; must be able to handle dogs, cats, livestock, and pocket pets without issue, such as allergies or fear.

Desired: Knowledge and skills in controlling/handling individual animal temperament. Ability to gain animal confidence when restraining them for transport, grooming and/or treatment. Knowledge of proper methods of animal restraint. Ability to use cleaning materials and equipment with skill and efficiency; ability to perform moderately heavy physical labor; ability to work independently as well as to accept direction on given assignments.

Duties: Clean, disinfect and maintain kennels, cages, runs and stalls as often as necessary to ensure cleanliness. Perform general cleaning in other areas of the shelter to control the spread of disease; wash and sterilize water and food bowls. Observe/report animal appearance for general physical condition, illness, disease, and discontent. Knowledge of normal food and liquid requirements of animals. Discharge and admit animals as requested. Ensure cages and animals are properly identified. Launder and dry towels and blankets. Patrol grounds daily picking up trash and stool material. Work well with all employees and ensure that your actions support the Shelter. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ANIMAL CONTROL

Animal Control Officer (\$30,394)

Required: High school diploma or GED. Must be at least 21 years of age. One year of previous experience in the care or custody of animals. Must possess a valid vehicle operator's license. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment; deputized by the County Sheriff; certified in CPR and First Aid; possess a valid CPL and maintain such status throughout tenure of employment. Completion of Berrien County Reserve Academy within one year of date of hire (provided class is offered).

Special Employment Conditions: An employee in this classification will be called upon to perform tasks which require lifting, carrying or dragging large animals including, but not limited to, goats, large dogs and other livestock, etc. An employee will be expected to have the ability to bend, stoop and crawl under porches, crawlspaces, climb ladders, stairs, and trees in order to retrieve animals. Employees in this classification work in all weather conditions. Must be able to lift at least 80 pounds. Employees in this classification are subject to call in after normal hours, including weekends and holidays, and may be required to carry a pager. Regular, reliable and predictable attendance is required.

Desired: Demonstrated skill in the use of firearms, including handguns and shotguns. Demonstrated skill in the use of pepper spray or related items. Knowledge of roads and principle locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Under the general supervision of Animal Control Director, enforces states and local laws/ordinances dealing with animal control; issues citations for violations of same. Responds to citizen complaints regarding animals; patrols the County to pick up stray animals and responds to other animal related concerns. Performs necessary recordkeeping work. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

Records Clerk III (\$10.75/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. This position is for the St. Joseph Records Department.

Required: Must be 17 years old and pass a security background check.

Duties: Performs tasks related to the creation and maintenance of an accurate records information retention system and related clerical duties and public services. Receives, compiles and processes information; updates records and files such as police reports, criminal files and gun registrations. Accurately prepares required records and reports. Assists the public in person or by telephone; provides information on appropriate departmental regulations, policies and procedures. Assists the public in completing appropriate requested forms. Types letters, police reports, envelopes, bonds; document filing, microfilm stuffing, data entry, and processing of department paperwork. Operates a variety of office equipment, such as typewriter, network computer, including word processing, video mugshot, gun registration, mainframe, email software, printer, duplicating machine, facsimile, processes digital evidence photos, cataloging squad car video tapes, microfilm reader/printer and stuffing machines in the performance of job duties. Receives and processes department mail. Maintains confidentiality of information, reports and files in department. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: [Employment Application](#);
Equal Opportunity Employer ~ February 17, 2020 – February 21, 2020

SHERIFF'S DEPARTMENT

Deputy – Enforcement Division (\$47,706)

Required: **MUST BE MCOLES CERTIFIED OR CERTIFIABLE.** High school diploma or GED. No felony convictions. Valid Michigan driver's license.

Special Employment Conditions: Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

Desired: Ability to read and comprehend policies, procedures, rules, regulations, laws, memos, and related court forms to ensure appropriate deputy response behavior and performance while conducting correctional activities; ability to type and perform basic computer keyboard functions; reasonable knowledge of motor vehicle code and Michigan Criminal law and procedures; ability to act quickly and use good judgment during emergency situations; ability to work effectively with other employees and the general public; ability to meet department qualifications with issued firearms; ability to prepare accurate written records, reports and documents needed in the performance of your assigned duties; ability to work and communicate effectively with other employees, the general public and legal professionals.

Duties: Patrol an assigned area in a radio-equipped car, maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. Book, search and fingerprint arrested persons. Serve legal papers and escort prisoners to court or to state institutions. Prepare and maintain required records and reports. Provide information and assistance to the general public. May testify in court on criminal or civil cases. Perform vehicle safety inspections and property checks. Direct traffic as required. Complete general incident reports and perform follow-up as needed. Any and all other duties as required. The duties stated are intended to describe the general nature and level of working being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

Part-time Patrolman (\$18.00/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: **MUST BE MCOLES CERTIFIED OR CERTIFIABLE.** High school diploma or GED. No felony convictions. Valid Michigan driver's license.

Special Employment Conditions: Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

Desired: Ability to read and comprehend policies, procedures, rules, regulations, laws, memos, and related court forms to ensure appropriate deputy response behavior and performance while conducting correctional activities. Ability to act quickly and use good judgment during emergency situations. Ability to work and communicate effectively with other employees, the general public and legal professionals.

Duties: Perform responsible law enforcement and investigation work to maintain law and order throughout the County; to investigate complaints and provide assistance as required; complete necessary reports, paperwork and other work as required. Patrol an assigned area in a radio-equipped car; maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. May testify in court on criminal or civil cases. Direct traffic as required. Other duties as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S DEPARTMENT

Deputy – Jail Division (\$47,706)

Required: High school diploma or GED. Must be able to successfully pass/complete the Michigan Sheriff's Coordinating Training Council Academy within the first 12 months of employment.

Special Employment Conditions: Please visit www.misctc.org/standards.html for Minimum Hiring Standards. All requirements, written and physical testing completion, must be met before your application will be forwarded to the Sheriff's Department and before you will be considered for employment. Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

Desired: Ability to exercise independent judgment within legal guidelines; to provide the secure, effective, efficient, and safe operation of the jail and related functions, including determining reasonable suspicions to act or detain, and probable cause to search, arrest, or act as a corrections/law enforcement officer. Reasonable work experience or demonstrated ability to exercise good judgment, proven dependability and appropriate level of maturity to effectively manage inmates and emotionally stressful situations.

Duties: Perform the correctional functions at the county jail, various courts in the county, and transport inmates as required. Provide care, custody and control of the inmate population of the county, this includes all aspects of corrections, from the initial receiving procedure through the release of the inmate. Perform pressure point control tactics (PPCT), cardiopulmonary resuscitation (CPR) and basic first aid on inmates and/or staff as required while maintaining emotional control under extreme stress. Conduct security rounds, safety checks, inspections, and searches of the inmates and their areas. This also includes touching and feeling to detect weapons, contraband and other items. Conduct criminal and civil investigations as requested. Load, unload, aim, and effectively fire handguns, shotguns and other agency firearms as required during qualifications or situations justifying in the use of deadly force while maintaining emotional control. Communicate via law enforcement radio channels. Perform other tasks and functions required in department policies, procedures, rules, memos, or by command staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

Court Entrance Security Officer/Support Services Deputy (\$18.00/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Must be 18 years of age or older and have a high school diploma or GED. Applicant may not have any felony convictions. Must possess a Michigan vehicle operator's license. Must pass a criminal background check.

Duties: Under supervision of the Sheriff or his designee and under the general supervision of the Chief Judge or Court Administrator, provides a safe environment for the Judges, Court personnel, attorneys, and general public. Duties include the screening of all people entering the St. Joseph Courthouse, Niles Courthouse, and the Berrien County Juvenile Center. The screening process will consist of the use of metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items. Transport inmates as required and communicate via law enforcement radio channels. Reasonable work experience or demonstrated ability to exercise good judgement, proven dependability and appropriate level of maturity to effectively manage inmates. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S DEPARTMENT

Cook (\$25,119)

Required: A high school diploma or GED; previous experience in commercial or institutional food preparation is preferred; ability to establish and maintain harmonious working relationships with supervisors, co-workers and inmate workers. Must possess a valid vehicle operator's license; regular, reliable and predictable attendance. May be called in to work outside of normal scheduled work hours. Must submit to fingerprinting, criminal history record check, drug testing, and security clearance. Must pass a pre-employment physical; may be subjected to mental health/character screening.

Duties: Cooks meals according to established recipes, including pies, breads, salads; special meals for special dietary, religious, and/or medical needs. Serves meals according to a stringent schedule; estimates food requirements and controls serving portions to reduce waste. Operates a variety of kitchen equipment and appliances; cleans and maintains kitchen equipment and utensils; trains and monitors residents and/or inmate workers to perform these responsibilities. May serve as the lead worker. Maintains kitchen cleanliness; ensures leftover food and ingredients are appropriately stored for preservation; completes daily setup work. Responsible for the documentation of tracking sharp knives and other sharp utensils. Reports equipment repair; records temperatures of freezers, coolers and foods daily. Prepares meals for outside work crews. May supervise up to 12 inmate workers. Must be able to complete and pass the state required ServSafe guidelines test. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

FRIEND OF THE COURT

Account Clerk (\$34,240 - \$45,883)

Required: An associate's degree in accounting, finance or related field **OR** a high school diploma or equivalent; and two years accounting and/or financial experience is required. Proficient in Microsoft Office including Microsoft Word and Excel.

Duties: Performs a variety of accounting functions including setting up case files, entering case information into the statewide computer system, processing account adjustments, auditing payment accounts, answering client questions on payment inquiries, and performing other related accounting functions. Duties are carried out in accordance with the Trial Court and Friend of the Court statutory purpose, policies and procedures. Berrien County's policies and procedures, and State of Michigan and Federal Government funding guidelines. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

FRIEND OF THE COURT

Court Investigator (\$41,431 - \$55,519)

Required: High school diploma or equivalent is required. Additional coursework in psychology, criminology, accounting or related field is preferred, and a minimum of two years of experience related to collection investigations or investigative law enforcement is required. Employees must possess a valid vehicle operator's license, pass a pre-employment physical, and may be required to submit to drug screening tests as a condition of continued employment. Regular, reliable and predictable attendance is required.

Desired: Coursework or experience in business and/or public administration, finance/accounting, criminal justice or law. Knowledge of mainframe and personal computer applications, data collection and automated information systems preferred.

Duties: Under the supervision of the Court Investigator Supervisor or the Domestic Investigator Supervisor conducts investigations, undertakes enforcement related activities and makes recommendations concerning appropriate establishment and payment of support pursuant to court orders. Completes special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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DRAIN COMMISSIONER

Administrative Assistant (\$27,631 - \$31,081)

Required: Associate's degree in secretarial science, office management or a related field and two years of progressively more responsible clerical functions; **OR** high school diploma or GED and four years of progressively more responsible clerical/secretarial work. Typing speed of **55 words per minute net**. Regular, reliable and predictable attendance; able to obtain Soil Erosion and Sedimentation Control (SESC) certification level storm water management operator and SESC plan review and design within one year of employment, and maintain throughout employment. Valid vehicle operator's license. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed.

Desired: Ability to work effectively with the public, contractors and engineers; ability to diffuse potentially confrontational situations. Familiar with Microsoft Office suite.

Duties: Assists the public, officials, engineers, and contractors in person, over the phone or e-mail by providing general information as requested. Receives drain complaints in person and over the phone; investigates complaints; completes work orders for drain maintenance for drain contractors as required. Disperses work orders to contractors. Maintains spreadsheets and project schedule for work order history. Reviews maps, parcels and drain files. Performs clerical tasks, such as preparing legal documents, generating mailings, typing letters, reports and notices, filing, opening and processing daily mail, maintains departmental files. Researches and assists in writing grant applications. Coordinates/organizes training meetings and other events. Performs Soil Erosion and Sedimentation Control functions. Completes special projects and assignments as requested by the Drain Commissioner or designee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PUBLIC SAFETY COMMUNICATIONS CENTER

911 Administrator (\$69,898 - \$80,916)

Required: Bachelor's Degree in Criminal Justice, Public Administration or other areas related to emergency services. Five years of experience in a Public Safety capacity involving operation of computers, radio and telecommunications systems and providing a working knowledge of police, fire and EMS operations, including at least two years of prior supervisory experience. **Applications must be received by the Personnel Office no later than Friday, February 28, 2020.**

Other Requirements: Ability to work well in independent situations without supervision; communicate well in verbal and written English. Must possess a valid driver's license. Certification as an Emergency Medical Dispatcher, an emergency number professional, and knowledge of mapping systems preferred.

Duties: Under the supervision of the County Administrator; directs an enhanced 911 emergency telephone system and emergency dispatch center responsible for dispatching all police, fire and EMS services within the County. Responsible for the maintenance of all communications and other equipment and the coordination and integration of systems including telephone, computer and radio interfaces. Responsible for all administrative functions of the 911 system including financial and personnel management, preparation and administration of the budget, policy and new program development. This description is intended to describe the type and level of work being performed by a person assigned to this position. It is not an exhaustive list of all duties by a person so classified.



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PUBLIC SAFETY COMMUNICATIONS CENTER

Public Safety Dispatcher (\$40,101 - \$53,577)

Required: High School Diploma or equivalent certificate. Minimum of one (1) year experience as a Dispatcher, performing Public Safety related telecommunications duties as outlined above, or a minimum of three (3) months experience as a Call-taker at BCPSCC. Must be able to type **35 words per minute net** as administered through County Personnel department testing measures.

Note: Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Special Requirements: Must have a valid driver's license. No felony convictions. Candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association (NENA) standards.

Desired: General knowledge of the streets and principle locations in Berrien County and a background in Law Enforcement, Fire Science or Emergency Medical Response. Ability to act quickly, accurately, perform more than one function at a time, work effectively with other staff and the general public under all conditions.

Special Employment Conditions: Ability to communicate well verbally and in written English. Ability to differentiate colors and read maps, dispatch controls and charts. Must be able to master telephone system, departmental dispatch computer applications; includes 911/telephone devices, Computer Aided Dispatch (CAD) system, Geographical Information System (GIS mapping), and emergency notification systems. Persons performing this type of service must possess the ability to concentrate and devote the attention necessary to work effectively at a pace that is dictated by the circumstances. Must possess communication skills that allow for accurate critical information gathering when assisting the public involved in high-stress and/or life-threatening situations, remain professional at all times, and communicate concurrently with co-workers and customers. Must develop the ability to effectively mobilize the appropriate public-safety disciplines, and relay well-refined "situational awareness" to responders. Regular, reliable and predictable attendance will be required, to perform duties as assigned in a 24/7/365 service environment; be able to work different shifts, weekends, holidays and overtime as necessary. Ability to sit/stand for long periods of time as an emergency situation may dictate. Will not be able to schedule routine break periods. An employee of this class will be required to successfully complete initial intensive and periodic training and maintain certifications to meet job proficiency requirements, as well as, receive random performance review ratings and guidance, that includes the acceptance of constructive critiques.

Duties: Answers pending emergency and non-emergency public-safety calls-for-service in a timely manner, over various telecommunication devices; based on operational rules and guidance, consistently analyzes and identifies the situation, and executes the best course of action. Efficiently and accurately gathers pertinent information on prescribed dispatch systems and alerts Dispatch staff, to achieve effective mobilization of public-safety resources; includes valid location/jurisdiction, call-type, priority level, remaining in-contact with a caller during developing situations, executing emergency medical instructions to callers verbatim by prescribed format, and noting updates in real-time. Executes Dispatch protocols by mobilizing the appropriate public-safety services over radio or other authorized means, facilitates Unified Command communication operations, and continuously monitors radio channels, unit status and movements to maintain operational awareness of assigned areas. Operates Emergency Alert and Public Warning Systems as defined by protocol. Processes administrative calls and computer messages by answering questions and forwarding such information to the appropriate person or agency. Delivers messages by telephony, e-mail or automated notification system. Mobilizes special teams, towing services, utilities, public works or other vital support services during emergency events. Performs computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Prepares and maintains records in both manual and automated forms. Performs general and clerical support duties including filing, copying, data entry, word processing and greeting/processing visitors. Senior employees of this class may be designated to as a Shift Leader to assist or perform specific Communication Center Supervisor duties as assigned. Practices proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. Appear in court as a witness to participate in proceedings regarding involvement in call-related cases. May be assigned to train staff in performance of new assignments. Performs other related duties as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this position. It is not an exhaustive list of all duties by a person so classified.



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ROAD DEPARTMENT

Project Engineer (\$55,169 - \$62,093)

Required: Bachelor's degree in civil engineering and additional related work or coursework in the road transportation area.

Special Requirements: Regular, reliable and predictable attendance; holds an EIT through the State of Michigan or a state recognized by Michigan and an ability to obtain a state license in four years of date of hire. Valid driver's license.

Duties: Serves as designated project engineer on selected local, state and federally funded projects.

Responsible for road engineering projects done under township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual, including inspection, material sampling and testing of aggregate, bituminous and concrete materials and density testing. Performs field survey, preliminary design, cost, estimates, final design, construction drawings, specifications, and right-of-way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines for road, bridge, culvert, and storm sewer projects. Creates engineering designs using computer aided drafting (Auto Cad) equipment of topographic surveys, cross-sections, construction plans and as-built plans. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ROAD DEPARTMENT

Medium Equipment Operator (\$20.96/hr.)

Required: High school diploma or GED and two years of experience in a construction trade or truck driving. Must possess and maintain a valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Must have current driver license with no restrictions for night time driving. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions; capable of working alone or with minimum supervision; perform repetitive bending, twisting, turning, stooping, standing or sitting with high and varying frequency and duration; remove and distribute materials from truck by hand using a large shovel up to eight hour shifts; climb in and out of trucks and equipment numerous times daily; climb ladders and stairs, sit and stand for extended periods of time; carry up to 80 pounds; change scraper blades and tires. Must be available to occasionally work shifts exceeding 8 hours.

Job Location: Various properties, roadways and road right-of-ways within the County of Berrien.

Duties: Operate Road Department motor vehicles, including commercial motor vehicles and the various attachments affixed, such as front mounted plows, underbody mounted plows, body mounted spreader, tanks, distributors, and trailers of various sizes and shapes attached or affixed to the truck. Safely and proficiently operate various hand and motorized specialty tools—chain saws, shovels, picks, air hammer, wheelbarrows, grass and tree-trimming tools, concrete saws, and post hole diggers. Install, maintain and repair road signs, delineators post and buttons, guardrails, right-of-way fencing, barricades; perform various forms of manual labor, either alone or with fellow workers—patching and sealing operations, manhole and culvert installations, and all general road and right-of-way maintenance. Inspect and perform minor maintenance on vehicles and equipment, servicing vehicles, changing tires and scraper blades, etc.; provide traffic control operations such as flag control, installing and removing constructions signs. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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PUBLIC DEFENDER'S OFFICE

Assistant Public Defender III (\$73,394 - \$98,355)

Required: Graduation from an accredited law school; must be a member of the Michigan State Bar in good standing. At least five years of criminal defense experience or comparable civil legal services is desired. Ability to operate technology to search, update, correct, and retrieve information. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds. Ability to operate typical office equipment. Must successfully pass a pre-employment physical and drug screen. Must maintain regular, reliable and predictable attendance; possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities. Utilize services of interpreters when necessary; maintain confidentiality with highly sensitive information. Exercise common sense and good judgment; function efficiently under stressful and distracting conditions.

Special Note: APDs may participate only in Berrien County Public Defender Office (BCPD) assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis.

Note: Applicants that do not meet the minimum requirements for APD III but have at least two years of criminal defense experience may qualify for APD II (\$59,466-\$79,690); applicants with no prior experience may qualify for APD I (\$54,061-\$72,447).

Duties: Provides court-appointed indigent defense services within Berrien County Courts. Carries a full caseload as determined by the Chief Public Defender. Attends legal and community meetings as directed. Reviews charging instruments, police reports and other discovery provided by the prosecution; promptly meets with clients and learns the client's goals for the representation and any special needs of the client; determines what further fact investigation to undertake and directs that investigation; determines what legal issues need development and researches those issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation; maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions; maintains accurate, complete and legible case files. Performs duty-attorney functions as assigned. Special projects as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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PUBLIC DEFENDER'S OFFICE

Legal Secretary II (\$27,631 - \$31,081)

Requirements: Associate's degree in secretarial science or criminal justice, and one year of paid full time secretarial/clerical experience **OR** high school diploma or GED and three years paid full time secretarial/clerical experience. Minimum typing speed of **60 wpm net**.

Note: Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Other Requirements: Ability to operate technology to search, update, correct and retrieve information; effectively communicate orally and in writing with a variety of people from divergent backgrounds; operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras. Must successfully pass a pre-employment physical and drug screen; maintain regular, reliable and predictable attendance and maintain confidentiality with highly sensitive information. Must possess a valid driver's license and access to a vehicle.

Duties: Type, format, proofread and produce a final copy of a wide variety of reports, legal documents, letters, memoranda, templates, spreadsheets and statistical charts. Transcribes from rough draft, verbal instruction, phone recordings, text messages from mobile devices or other machine recordings. Reviews drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts; independently composes letters, memoranda, or basic reports from general instructions for information related to assigned responsibilities; and arrange for, upload or distribute copies of material. Prepares accurate, timely transcription of extensive handwritten and dictated materials, including major investigation reports, lengthy taped interviews/statements, original pleadings and other court documents which are prioritized on the originator's timelines. Trains staff as needed in the use of modern office equipment and software. Schedules interpreters as requested by Public Defender Office staff for court appearance, jail visits and/or office appointments. Receives, sorts, and distributes office mail. May maintain meeting and appointment calendars; may schedule meetings and appointments for APD's and other office staff. Performs other duties and assignments as requested by Public Defender Office Staff. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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PUBLIC DEFENDER'S OFFICE

Investigator (\$41,431 - \$55,519)

Required: Bachelor's or Associates Degree in Criminal Justice or related field preferred. High School diploma or GED with more than 3 years of experience in government investigations will also be considered. Prior experience in law enforcement, military service or investigative work is preferred. Must successfully pass a pre-employment physical and drug screen. Must maintain regular, reliable and predictable attendance. Possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities.

Duties: Provides investigative services to the Public Defender's Office. Cultivates leads and furthers areas of inquiry from available information. May search official and unofficial records, obtains statements, takes photographs, creates drawings, recordings, and models. Assists Assistant Public Defender's in trial preparation. Locates and interviews witnesses, victims and clients in a timely manner. Delivers subpoenas to witnesses in a timely manner. As directed by the attorney, conducts surveillance of both stationary and mobile subjects in a covert manner. Coordinates witnesses regarding Court appearances. Prepares professional photographs, diagrams, maps and trial exhibits to facilitate improved understanding of a case. Testifies in court concerning findings of investigations. Develops leads and sources of information. Performs assigned investigations and updates case management software in a timely manner. Participates in case review meetings. Maintains frequent contact with attorneys regarding case activity. Obtains, analyzes and disseminates pertinent records including court, medical, military, criminal, and psychological; reviews presentence reports, prepares appropriate support documents. Maintains availability to other staff members for consultation and education; participates in training programs. Completes special projects and other duties as assigned by the Assistant Chief Public Defender and/or the Chief Public Defender.

Note: The successful candidate will model the following attributes: Demonstrates zealous representation of clients and client advocacy. Ability to operate technology to search and retrieve information. Ability to identify, recruit, train, and retain talented and dedicated investigators. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds. Ability to operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras. Ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs. Exercise common sense and good judgment. Utilize services of interpreters as necessary to communicate with clients, witnesses and other persons related to the case. Maintain confidentiality with highly sensitive information. Learn quickly and function efficiently under stressful and distracting conditions; ability to multi-task. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.

Special Note: Work is typically performed in an office setting although daily field work occurs approximately 40% of the time. Investigators work a majority of their hours between 8:00 a.m. and 5:00 p.m. Monday through Friday. Ability to work flexible hours including evenings, nights and/or holidays and weekends as necessary in order to contact witnesses and information sources. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PARKS DEPARTMENT

Park Ranger (\$9.65/hr.)

Required: Must be at least 16 years of age with a valid Michigan driver's license.

Desired: General knowledge of basic first aid and CPR, familiarity with buildings and grounds of assigned park.

Duties: Under the general supervision of the Park Manager, responsible for assisting the routine operation, maintenance, supervision and security of a County Park facility. Typical duties include emptying trash receptacles, cleaning restrooms, picking up litter, collecting park fees, enforce park rules, assisting park visitors, and performing other duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

Note: An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Positions are available year around at Madeline Bertrand County Park in Niles, MI; and May through October at Silver Beach County Park in St. Joseph, MI. This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.



BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: [Employment Application](#);
Equal Opportunity Employer ~ February 17, 2020 – February 21, 2020

PARKS DEPARTMENT

Lifeguard (\$10.78/hr.)

Required: Current certifications of training for Red Cross Lifeguard Training or equivalent and CPR for Adult, Infant, and Child. Must pass both written and water tests demonstrating individual physical fitness and knowledge of water rescue techniques. Must be at least 16 years of age.

Desired: Prior lifeguarding experience.

Duties: Lifeguards are employed primarily for the protection of swimmers and control of beach activities at Silver Beach County Park. Lifeguards are in charge of beach and water related activities and shall discourage unsafe practices therein. Work is performed under the direct supervision of the Head Lifeguard or their designee. Typical duties include enforcing park rules and regulations that discourage unsafe beach and water activities, providing necessary rescue and emergency care for accident victims, performing appropriate first aid, participating in regular training and employee improvement, and various other duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

Note: An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Positions available Memorial Day through August. This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

PARKS DEPARTMENT

Park Maintenance (\$9.70/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Positions available April through October at Love Creek County Park in Berrien Center and Silver Beach County Park in St. Joseph.

Required: Must be at least 16 years of age with a valid driver's license.

Desired: General knowledge of the tools, materials and equipment used in the repair and maintenance of buildings, grounds and facilities.

Duties: Under the direct supervision of a permanent full-time Parks Maintenance Worker, is responsible for performing building and grounds maintenance work, machinery and equipment repair; performs related tasks as required. May act as lead worker on an assigned task. Typical duties include operating machinery such as pickup truck, back pack blower, chain saw, push mower, and various woodworking tools. Inspects grounds and building for damages and needed repairs.



BERRIEN COUNTY PUBLIC POSTING

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COUNTY ADMINISTRATION

County Administrator (\$120,000-\$150,000 depending on experience)

Required: Graduation from an accredited college or university with a Bachelors degree in public administration, business management, finance, law or a related field. Master's degree (MBA, MPA, MSA) preferred. A minimum of ten (10) years of increasingly responsible experience in public administration. ***Applications must be received by the Personnel Office no later than Friday, February 21, 2020.***

Other Requirements: Physical Requirements: This job requires the ability to perform the essential function contained in this description. These include, but are not limited to the following requirements. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one of more of these requirements: Ability to access departmental files. Ability to enter and retrieve information from computers. Ability to access all locations of county government. A valid Driver's License is required. Regular, reliable and predictable attendance is also required.

Desired Qualifications: A thorough knowledge of the principles of local government administration, including organizational forms and structures and operating methods and procedures.

General Summary: Responsible for providing administrative leadership in the County with policy guidance from the Board of Commissioners. Under the general direction of the Board, serves as the chief administrative, financial, and operational officer of the County. Supervises appointed and non-union department heads. Serves as liaison between countywide elected officials, other agencies, and the Board of Commissioners, Supervises a multi-departmental staff, providing a wide range of public services.

Duties: Supervision of Human Resources, Financial Services, Building and Grounds, Community Development, Equalization, GIS and Land Description, Information Services, Public Defender, Animal Control, 9-1-1 Emergency Dispatch, Parks and Recreation, Veterans Services, Printing, Motor Pool, Road Department and Record Storage. Maintains fiscal management of the County. Controls, reviews, and analyzes budgets, including general operating, all county funds, and capital outlay. Approves major purchases and forecasts financial status. Serves as Chief Accounting Officer for the County, and, to the extent necessary to ensure appropriate administration on behalf of the Board of Commissioners, shall also be designated as Controller. Supervises the accounts and accounting for each office, officer, and department of the County, the whole or any part of which are borne by the County. Prepares and coordinates Board and committee meeting agendas and attends meetings to advise, counsel, and present pertinent data and information to aid the Board in making decisions and establishing policies. Works with legal counsel and the Human Resources Director on litigated matters; including arbitration, mediation and state administrative hearings. Participates in planning for county infrastructure and critical long-range needs including facilities, capital outlay, and funding. Serves as Secretary of the County Building Authority. Coordinates matters regarding corporation counsel work and seeks legal advice and opinions for the Board. Exercises settlement authority within established limits. Reviews County contracts with corporation counsel. Oversee the management and maintenance of all County facilities. Coordinates independent auditing services and other contractual and professional services. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring Board attention, such as policy review, contract negotiation, and liaison with other boards and agencies. Investigates and researches issues and projects assigned by the Board and reports possible alternatives and recommended courses of action. Confers with department heads and County-wide elected officials to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for Board consideration. Advises departments and elected officials of relevant Board and committee actions. Meets, confers, and interacts with Judges, elected officials, department heads, community leaders, and state and federal officials as a representative of the Board. Acts as the County representative to the Michigan Municipal Risk Management Authority and maintains responsibility for liability claims in conjunction with the Human Resources Director. Represents the Board of Commissioners at meetings with local and state government officials. Presents the county point of view and serves as a resource on existing policies and issues. Serves as Plan Administrator for the Berrien County Defined Benefit Pension Program. Assumes any other responsibilities and duties as may be deemed necessary and appropriate by the Board. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



BERRIEN COUNTY PUBLIC POSTING

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PRINTING & BINDING

Imaging Technician (\$25,119-\$28,256)

Required: A high school diploma or GED and a minimum of one year of experience in print/copiers and bindery equipment (cutting machine, padding, laminating, book binding, work folding machine, work inserter stuffer) or related work.

Desired: Knowledge or experience running offset press (Heidelberg QM), NCR papers and envelopes.

Special Requirements: Ability to work well with the public, co-workers and all county employees; work with equipment and understand the mechanics of them; stand for long periods of time; ability to lift 60 pounds. A valid vehicle operator's license is also required. May be required to pass a security check.

Duties: Under supervision of the Printing and Binding manager, operates and maintains various offset and image related equipment. Performs all pre and post press/print room operation related functions. Ensures efficiency, accuracy and timely delivery of all formal department print orders. Operate copiers as instructed; complete work within bindery (use paper cutter, laminator, drill, book binding, inserter/stuffer and folder). Help as needed fulfilling bindery projects using equipment or handwork. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PROSECUTOR'S OFFICE

Legal Secretary II (\$14.16/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are not benefits.

Required: An associate's degree in secretarial science or criminal justice, one year of paid, fulltime secretarial/clerical experience and a minimum typing speed of **60 words per minute net**; **OR** high school graduation or GED certificate and three years paid, full-time secretarial/clerical experience and a minimum typing speed of **60 words per minute net**. Must possess a valid vehicle operator's license.

Note: Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed.

Desired: Knowledge of the criminal justice system, word processing and spreadsheet software. Must be able to work in a noisy environment with many distractions and interruptions.

Duties: With minimal supervision, performs secretarial and clerical duties to ensure the timely flow of all necessary paperwork to support the operations and programs of the department. Perform office duties which require extensive knowledge of departmental practices and procedures and must possess the ability to think and act independently. May be required to work in any Berrien County Court location. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.