



# 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 ~ December 11 – December 15, 2017

## **BERRIEN COUNTY ROAD DEPARTMENT**

### **Berrien County Road Department Director (Salary range begins at \$87,667)**

**Required:** Bachelor's degree in public administration, business administration or civil engineering (a master's degree in any of these fields is preferred) and at least eight years of experience in road construction/maintenance, civil engineering or related field, preferably in a unionized setting, with at least four of the eight years in positions of management and supervision; **OR** associate's degree in business administration or related field and at least 10 years of experience in road construction/maintenance, civil engineering or a related field, preferably in a unionized setting, with at least six of the 10 years in positions of management and supervision. Closing date to apply is Friday, December 8, 2017 at 5:00 p.m.

**Other Requirements:** Ability to manage and supervise a staff, communicate effectively with the public and media, assist in preparing a budget and analyzing financial reports. Must be able to prepare business correspondence using a personal computer. Familiarity with Public Act 51 and basic government financial accounting. Ability to maintain current knowledge of road maintenance/construction practices and to deal with employees and the public tactfully. Must possess excellent interpersonal skills and be comfortable with daily use of technology, including the use of Microsoft Office software, and perform without additional clerical support.

**Physical Requirements:** Must be able to perform the essential functions of this position. Ability to drive a Berrien County Road Department vehicle to inspect job progress; utilize a computer to prepare reports; attend lengthy meetings, conferences and seminars. Ability to speak English clearly and audibly and to hear telephone communications and radio transmissions within the normal range. Must have corrected to normal vision and be able to accurately distinguish colors.

**Special Requirements:** No felony convictions; valid vehicle operator's license; regular, reliable and predictable attendance. Must pass a medical examination, drug and alcohol tests, criminal and civil record checks. Must be fingerprinted. Medical examinations that are job related and random and for cause drug and alcohol tests may be required.

**Work Environment and Scheduling:** This is a salaried position and requires whatever hours are needed to complete the essential functions of the job. The department is a 24-hour, seven-day-a-week operation. Work may be required on holidays. Vacation and personal time is restricted during the winter when snow emergency is likely. Must have the ability and willingness to be available at any time as required by the situation. Hazardous environmental conditions may be encountered when on the job site reviewing road maintenance/construction operations. Must be able to travel to all county locations.

**Duties:** Provide overall leadership to the Berrien County Road Department. In consultation with the County Administrator/Controller and Human Resources Director, responsible for hiring and dismissal of Road Department employees and keeping the County Administrator/Controller informed of such personnel actions. Assist in the financial planning for the Road Department. Develop and maintain open lines of communications with the public, County Administration, Berrien County Board of Commissioners, governmental agencies, vendors and contractors. Oversee the development of long-term road, bridge and culvert constructions plans; supervise all purchasing and stock control activities. Oversees the bid process and makes recommendations to the Berrien County Board of Commissioners through the County Administrator/Controller. Ensure compliance of all regulations and guidelines for Federal, State and local agencies. 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

### **Trial Court Administrator (\$79,698 - \$106,804)**

**Required:** A master's degree in business or public administration, education, criminal justice or related field; **OR** a law degree and a minimum of three years of supervisory experience, preferably in a court or public or private organization; **OR** a bachelor's degree in the aforementioned areas or related field and five years of supervisory experience in a court or public or private organization.

**Desired:** Considerable knowledge of the Michigan State Court System, court administration, law, financial/budget management, labor relations, and project management.

**Special Employment Conditions:** Must submit to fingerprinting and criminal record check and clearance before employment; possession of a valid vehicle operator's license; must submit to random drug and alcohol testing as required; must pass a pre-employment physical; maintain regular, reliable and consistent attendance.

**Duties:** Under the supervision of the Trial Court Chief Judge, supervision is exercised over all court employees for the Trial Court, delegating responsibilities to other court administrators, managers and staff to carry out functions and services of the Trial Court. Works closely with the chief judge and presiding judges to ensure communication among the judges, management, staff personnel issues, financial matters, etc., accurately reflect the policies, procedures and practices established by the court. Oversees the organizational structure of the court. Reviews and analyzes court operations, interrelationships of work units and the flow of work. Makes organizational changes as appropriate. Develops goals and objectives, internal policies and procedures, rules and regulations as they relate to Trial Court matters; implements new statutes, court rules and procedures enacted or promulgated by the Legislature, Michigan Supreme Court or the State Court Administrative Office. Develops goals and objectives for the court that guide its current and future operations. Analyzes trends and identifies and plans for the fiscal, personnel, facilities, court security, and technological needs of the court. Responsible for the court's compliance with any and all grant requirements and federal and state reporting. Maintains, forecasts and reports statistical data regarding court operations; chief negotiator for collective bargaining agreements where the court is the employer; conducts employee performance evaluations; recruits, interviews, hires, and disciplines. In conjunction with the Chief Judge, is responsible for preparing the court's budget; issues news releases and other publications for the court to the media, public and responds to media questions. Performs other duties as directed by the Trial Court Chief Judge and/or Judicial Council. 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

### **Office Supervisor (\$35,491 - \$47,561)**

**Required:** Associate's degree in business, office management, liberal arts, or criminal justice; a minimum of one year of supervisory experience in an office environment; 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. Must successfully pass a basic language and math skills test prior to job offer.

**Desired:** 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 Requirements:** 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 is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be assigned to work at any Berrien County Trial Court location during the course of employment. Submit to random drug and alcohol testing.

**Duties:** Supervises the department's clerical staff; screens applicants, assists with interviews and makes recommendations for new hires. Recommends and initiates disciplinary action as appropriate; evaluates work performance of assigned staff. Trains staff in performance of job duties and when there are changes in laws, court rules, policies and procedures, and regulations. Handles more complicated contact with the general public, attorneys, police agencies, and other Trial Court or county departments. Performs more complex duties and exercises independent judgment that require thorough knowledge of state laws, Michigan Court Rules, Trial Court policies and procedures, and department rules and regulations. Prioritizes and assigns work to staff based on knowledge of departmental functions, deadlines, workload volume, and staff capabilities. May serve as liaison between the department and other Trial Court or county offices/departments. Maintains personnel records and reviews and signs staff time sheets to assure accuracy. Responds to internal and external complaints. Acts in the capacity of subordinate personnel as needed. 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

### **Mental Health Court Coordinator (\$35,491 - \$47,561)**

**Required:** Bachelor's degree in criminal justice, health science, social science, social work, business or other related field; **OR** associate's degree in criminal justice, health science, social science, social work, business or other related field and two years of experience in a related field.

**Desired:** Strong computer skills, including Word, spreadsheet, presentation, and database solutions. Comfortable speaking with public; strong written and verbal communication skills; foreign language skills or past experience working with diverse populations.

**Special Employment Conditions:** This position is currently bound to the funds available as part of the annual MHC grant contract, which runs October 1 through September 30<sup>th</sup> annually. In the event the grant is not renewed, this position will terminate at the end of the funded grant cycle. The person in this position will work out of multiple office locations in Cass and Berrien Counties, depending upon program needs, and will have regular contact with people convicted of criminal offenses. Must possess a valid vehicle operator's license; pass a pre-employment physical, drug testing, criminal record, character, and mental health screening. Employee will be fingerprinted. Regular, reliable and predictable attendance; subject to random drug testing.

**Duties:** Serves as liaison for and among MHC stakeholders and team members; interacts with MHC participants following referral and throughout the program; administers drug and alcohol tests; supervises/monitors participants in the program; assures all paperwork and documents relating to the program are accurately assimilated into court or program files; assures bills and invoices are paid accurately and timely. Facilitates the execution of court orders; collects and submits all data as required through a database portal; maintains close professional working relationships with judges, probation officers, court staff, law enforcement agencies, social service agencies, etc. Arranges for and attends review hearings and meetings associated with the MHC; assists in the writing of grant applications, policies and procedures; prepares and distributes program reports as required; performs other duties as directed by the MHC Judges and the Civil/Criminal Division Administrator. 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 Clerk II (\$26,665 - \$35,733)**

**Required:** A high school diploma or equivalent and minimum of one year of general clerical experience. Minimum typing speed of 40 words per minute net. Must successfully pass a basic language and math skills test prior to any job offer.

**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, criminal record, character and mental health screening 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 in accordance with the standards established by the Judicial Council. 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:** Under the general supervision of an office supervisor, performs a variety of complex clerical, financial and public contact duties; performs computer data entry; prepares and updates case files; prepares correspondence and reports; receives and records fines, costs, fees; answers telephone and responds to inquiries; receives and processes departmental mail; provides information to defendants, attorneys, law enforcement officers, court patrons, and co-workers; swears in persons on complaints and witnesses signatures; recalls outstanding warrants; returns or forfeits cash bonds as directed by judges or magistrates. Completes special projects and 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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## TRIAL COURT FINANCIAL OFFICE

### **Accounting Assistant (\$32,265 - \$43,237)**

**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.

## 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.

### **Youth Specialist (\$32,562 - \$43,637)**

**Required:** Thirty semester or 45 quarter hours of college education, which includes three semester or four quarter hours of psychology.

**Desired:** Bachelor's degree in human services and relevant experience in juvenile justice field.

**Duties:** Under the direction of an assigned Juvenile Center supervisor, the Youth Specialist provides direct services that emphasize safety, security and quality programs for juveniles in a community-based treatment environment and/or detention services placement. The Youth Specialist provides active leadership, coaching, crisis intervention, positive role modeling, and activities planning for assigned juveniles. The Youth Specialist intensely monitors the juveniles and facility to maintain optimal security. The Youth Specialist closely observes juvenile behavior, providing positive reinforcement, corrective discipline or verbal/physical restraint when appropriate. The Youth Specialist is expected to prepare all required written reports, files, logs, etc., in a professional and timely manner. The Youth Specialist provides the overall care and welfare of juveniles at the facility, including basic health and hygiene, food service, laundry, housekeeping, etc. The Youth Specialist works a schedule that may include weekends, holidays, evenings, or overnight hours. 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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## JUVENILE CENTER – 24-hour facility

### **Cook (\$9.50/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. Experience working in an institutional or commercial food service facility.

**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.

## INFORMATION SYSTEMS

### **Court Applications Support Specialist (\$38,310 - \$49,927)**

**Required:** Bachelor's degree in computer information systems or computer-related field and a minimum of two years of fulltime experience in a technology position with multiplatform data integration responsibilities, including a minimum of one year of fulltime experience in a court environment using computerized court software; **OR** associate's degree in computer information systems or computer-related field and a minimum of four years of fulltime experience in a technology position with multiplatform data integration responsibilities, including a minimum of two years of fulltime experience in a court environment using computerized court software. A valid driver's license and reliable vehicle; regular, reliable and predictable attendance; advanced knowledge of various file formats and multiplatform data integration; knowledge of PCs (hardware and software), Microsoft applications, data entry, keyboarding, typing, and telephone skills.

**Desired:** Considerable knowledge of court practices and county government functions; working knowledge of financial reporting; ability to effectively present information to department directors/managers, department heads, elected officials, and/or Board of Commissioners; strong interpersonal and communication skills, verbal and written, at all levels within the organization; diplomatic and effective in dealing with customers.

**Duties:** Manages and maintains Berrien County Court applications and other court assigned applications to assure accurate and timely reporting regarding program service delivery, client information, financial information, and other events or functions as they pertain to services and administration of assigned applications. Thorough interaction with assigned applications, court personnel and Information Systems managers and director; provides application support and advice to customers of the assigned court software applications; provides technical assistance to users of assigned court applications and information staff; coordinates scheduling for assigned applications, including changes, upgrades and enhancements to meet deadlines. Trains customers in new and upgraded production applications; writes and modifies various reports as needed by the Berrien County Courts; assists court staff in creating regular program reports; submits various scheduled reports; assigns and maintains security for all users; maintains up-to-date knowledge of new techniques in information technology. Completes special projects and assignments as requested by the Information Systems Director and Application Support Manager. This description is intended to describe the type and level of working 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.

## BUILDINGS & 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. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

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.



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## FINANCIAL SERVICES

### **Purchasing Agent (\$34,826 - \$45,387)**

**Required:** Bachelor's degree in business or related field and a minimum of one year of experience of increasingly responsible purchasing experience in a commercial, governmental or industrial organization; **OR** associate's degree in business or related field and a minimum of three years of increasingly responsible purchasing experience in a commercial, governmental or industrial organization; **OR** high school diploma or GED and a minimum of five years of experience of increasingly responsible purchasing experience in a commercial, governmental or industrial organization.

**Special Requirements:** Ability to lift 30 pounds; possession of a valid vehicle operator's license; regular, reliable and predictable attendance. Persons not meeting the minimum requirements may be hired at a trainee level.

**Duties:** Under the direction of the Financial Services Director, the Purchasing Agent has the responsibility of purchasing for all county departments, including all services and commodity purchases for the various departments. Responsible for application, compliance and enforcement of purchasing policies. Works with departments to coordinate all aspects of the purchasing process, from requisition to purchase order in a timely manner. Prepares all standard and blanket orders for all county departments. Monitors requisition progress. Coordinates the formal and informal bid process. Provides as single point of contact on vendor issues. Coordinates the day-to-day operations of the Purchasing Division of the Financial Services Department. Manages the use of purchasing cards. Coordinates travel for all county departments. Manages fleet fuel arrangements. Coordinates the purchase of county vehicles. 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.

## PRINTING & BINDING

### **Imaging Technician (\$12.20/hr.)**

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

**Required:** A high school diploma or GED and a minimum of one year of experience in printing or related work.

**Desired:** Ability to operate a Heidelberg QM Offset Press.

**Special Requirements:** Ability to work well with the public, co-workers and county employees; work with equipment and understand the mechanics of them; stand for long periods of time; ability to lift 60 pounds; ability to operate a computer. 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, have general knowledge and experience running an offset printing press, specifically a 2/c Heidelberg Quickmaster 46-2 2/color press (if possible); able to print NCR, envelopes, etc., on press. Base knowledge of bindery equipment (trim, drill, pad as necessary). Performs all pre and post press/print room operation related functions. Ensures efficiency, accuracy and timely delivery of all formal department print orders. May perform all requirements of a copy center operation when large, multiple orders require this type of process, including finishing work. Have basic technical knowledge of proper handling of paper. Uses email as a communication and prioritization tool. Performs related and additional work 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.



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## HEALTH DEPARTMENT

### **Business Manager (\$62,874 - \$84,258)**

**Required:** A master's degree in business administration, public administration or related field and a minimum of three years of experience in financial administration and/or business operations within a public, nonprofit or related agency. Accountancy experience preferred. **OR** a bachelor's degree in business, business administration, public administration or related field and a minimum of five years of experience in financial administration and/or business operations within a public, nonprofit or related agency. ***A resume and cover letter must be submitted for the application to be considered complete.***

**Desired:** Thorough working knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB. Demonstrated knowledge of principles and practices of a comprehensive public agency human resources program, including classification, selection and employee relations. Ability to initiate, coordinate and implement policies, procedures and programs to meet agency goals and objectives. Ability to provide leadership at all levels of program management within the department. Strong interpersonal skills, communication skills, organizational skills; strong work ethic and problem-solving skills.

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

**Duties:** Oversees financial and business operations of the department by planning, preparing and administering the departmental budget; supervises staff involved with payroll, purchasing, accounts payable/receivable, clinical billing, fees and other revenue and grant funding reports. Performs financial analysis and planning in support of the department mission; provides support to all levels of management within the organization. Formats and implements systems and procedures related to financial recordkeeping, controls and reports; provides comprehensive financial management services and solves varied accounting and related problems. Ensures the timely and accurate financial reporting for the department. Develops and directs the implementation of goals, objectives, policies and procedures, and work standards for the office. Coordinates with County Personnel to guide human resource activities, including review of job classifications, selection of new employees and provides policy and procedural guidance and interpretation to management and staff. Ensures HIPAA compliance within activities throughout the department through routine audits and implementation of confidentiality standards. Composes resolutions for the Board of Commissioners as necessary to conduct department business. Monitors and ensures compliance of departmental contracts, including financial and programmatic requirements to assist in the arrangements of audits conducted throughout contract period. Represents the department in county departments, vendors, business, professionals, and the public. Provides assistance and/or leadership to special projects that ensure the forward progress towards departmental mission, strategic objectives; performs 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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## HEALTH DEPARTMENT

### **WIC Public Health Nutritionist II (\$21.61/hr.)**

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

**Required:** Bachelor's degree in nutrition or dietetics and certification as a Registered Dietitian, and a minimum of nine months of experience working in the field of nutrition or dietetics. Applicants who have their bachelor's degree in nutrition or dietetics but do not yet have their certification as a registered dietician are encouraged to apply as they would qualify for the position of Public Health Nutritionist I (\$19.65/hour). ***A resume and cover letter must be submitted for the application to be considered complete.***

**Desired:** Thorough knowledge of the principles of human nutrition; considerable knowledge of dietary control of diseases; knowledge of the principles of health education and public health administration; ability to plan, organize and develop a public nutrition consultation and education program; ability to apply education and public information techniques to the science of nutrition; ability to work with community organizations in the development of nutrition programs; considerable skill in speaking and writing concerning nutrition.

**Duties:** Plans, develops and implements nutritional education and care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the department. Works with high-risk clients to develop individualized care plans and acts as a liaison with medical providers to approve requests for specialized infant nutritional needs. Develops other nutrition protocols and nutrition education lessons to be used with high-risk clients. Plans and conducts classes on nutrition and diets to groups with special nutritional needs, such as heart and diabetic patients, and other participants in Health Department programs. Serves as an advisor on nutrition to special health projects such as Family Planning and Maternal and Child Health programs. Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. May conduct surveys, home visits, etc., to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for departmental 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.

### **WIC Public Health Nutritionist II (\$42,139 - \$47,402)**

**Required:** Bachelor's degree in nutrition or dietetics and certification as a Registered Dietitian, and a minimum of nine months of experience working in the field of nutrition or dietetics. ***A resume and cover letter must be submitted in order for the application to be considered complete.***

**Note:** Applicants who have their bachelor's degree in nutrition or dietetics but do not yet have their certification as a registered dietician are encouraged to apply, as they would qualify for the position of Public Health Nutritionist I (\$38,310 - \$43,091).

**Desired:** Thorough knowledge of the principles of human nutrition; considerable knowledge of dietary control of diseases; knowledge of the principles of health education and public health administration; ability to plan, organize and develop a public nutrition consultation and education program; ability to apply education and public information techniques to the science of nutrition; ability to work with community organizations in the development of nutrition programs; considerable skill in speaking and writing concerning nutrition.

**Duties:** Plans, develops and implements nutritional education and care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the department. Works with high-risk clients to develop individualized care plans and acts as a liaison with medical providers to approve requests for specialized infant nutritional needs. Develops other nutrition protocols and nutrition education lessons to be used with high-risk clients. Plans and conducts classes on nutrition and diets to groups with special nutritional needs, such as heart and diabetic patients, and other participants in Health Department programs. Serves as an advisor on nutrition to special health projects such as Family Planning and Maternal and Child Health programs. Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. May conduct surveys, home visits, etc., to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for departmental 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.



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## HEALTH DEPARTMENT

### **Registered Sanitarian (\$38,310 - \$49,927)**

**Required:** A bachelor's degree in environmental health, biological, chemical or physical sciences, or engineering and three years as an environmental health sanitarian working in general environmental health. **Note:** If not yet registered with the State of Michigan as a Registered Sanitarian, the employee is titled Sanitarian and paid at one grade less on the salary schedule. Sanitarians may qualify with an associate's degree in the field of environmental health, biological, chemical or physical sciences or engineering and a minimum of two years of experience with environmental health services, food services inspection, sewage treatment or other environmental health duties. **A resume and cover letter must be submitted in order for the application to be considered complete.**

**Special and Physical Requirements:** State of Michigan registration as a Registered Sanitarian. 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 of Berrien County. Duties require sufficient mobility and physical condition to perform essential functions of the position which may include, but is not limited to, lifting objects up to 50 pounds, walking on uneven terrain, slippery conditions, bending, stooping and standing for extended periods of time in a wide variety of uncontrollable weather conditions, temperatures and indoor/outdoor environments.

**Desired:** Reasonable knowledge of: modern environmental health practices, techniques and programs; county and state laws, ordinances, rules and regulations relating to environmental health. Reasonable skills in: applying the knowledge of environmental health principles to environmental health problems; enforcing environmental health regulations in a firm but tactful manner. Reasonable communication skills to allow effective communication with fellow employees and the public; ability to present, explain and discuss the field of environmental health before small and large groups; ability to gain compliance with environmental health laws, regulations and ordinances with a minimal amount of formal legal enforcement; ability to work harmoniously with co-workers, other organizations and agencies, and the general public.

**Duties:** Inspects and evaluates premises having environmental health significance, such as food service establishments, public swimming pools, bathing beaches, on-site water and sewage disposal systems, sites of alleged public health problems, and other facilities of environmental health significance. Enforces county and state laws, ordinances and regulations. Provides environmental health services such as subdivision review, water supply permit and sewage system review, foodborne or waterborne disease investigation, groundwater contamination, and other detailed environmental health programs. Provides general consultation to architects, engineers, developers and builders in relation to sanitation requirements. Provides assistance and guidance to citizens and agencies with environmental health problems and explains environmental health problems to interested groups. Prepares detailed correspondence and reports. 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.



# BERRIEN COUNTY PUBLIC POSTING

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## HEALTH DEPARTMENT

### **Breastfeeding Peer Counselor Coordinator IBCLC (\$23,619)**

**Note:** This is a **grant-funded, part-time** position with pro rata benefits working a maximum of 20 hours per week. After the grant period ends, this position will be eliminated if other funding is not available.

**Required:** Completion of IBLCE 14 Health Science courses and 1000 hours of clinical practice required for IBCLC examination candidates AND current registration in the State of Michigan as a nurse (RN) or dietitian (RD). A minimum of one year of experience counseling breastfeeding mothers and babies and has demonstrated experience in program management and demonstrated expertise in breastfeeding management and promotion. **A resume and cover letter must be submitted for the application to be considered complete.**

**Note:** If candidate maintains a current IBCLC certification but does not have registration as a nurse (RN) or dietitian (RD), they may still qualify but would be compensated at one grade less on the salary schedule.

**Special Requirements:** International Board Certified Lactation Consultant (IBCLC) and must maintain current IBCLC certification. The IBCLC must have designated hours separate from other clinic duties to provide these services. IBCLC must contact clients within 24 hours of the assessed need for clinical lactation service. Visual assessment by the IBCLC will be made with 48 hours.

**Desired:** Is committed and enthusiastic about promoting and supporting breastfeeding. Demonstrated ability to communicate with diverse populations.

**Duties:** Conducts individual and group breastfeeding education sessions. Develops an individualized feeding plan with the breastfeeding client and documents the encounters and breastfeeding education in MI-WIC. Assists in establishing program goals, objectives, protocols and policies. Mentors new peer counselors, providing routine guidance and follow-up and provides ongoing supervision. Monitors the program; routinely reports on the program to WIC coordinator and or state peer counseling program coordinator. Acts on referrals from WIC staff; assesses complex breastfeeding situations that are out of the peers' scope of practice and provides counseling to high-risk mothers and infants and develops strategies to assist them; participates in the selection, planning preparation, and evaluation of teaching aids and materials; assists Breastfeeding Coordinator with recommendations for educational materials, breast pump orders and goals and objectives in the Nutrition Service Plan. 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.

### **Breastfeeding Peer Counselor (\$13,493)**

**Note:** This is a **grant-funded, part-time** position with pro rata benefits working a maximum of 22 hours per week. After the grant period ends, this position will be eliminated if other funding is not available.

**Required:** High school graduation or GED. Significant personal breastfeeding experience (does not have to be currently breastfeeding). Employee must be available for occasional out-of-county training. **A resume and cover letter must be submitted for the application to be considered complete.**

**Desired:** Is committed and enthusiastic about promoting and supporting breastfeeding. Demonstrates the ability to communicate with diverse populations. If possible, has been/is a WIC program participant. Is Certified Lactation Counselor (CLC) or International Board Certified Lactation Consultant (IBCLC). Note: if candidate has IBCLC certification, they are eligible for a higher salary. Possession of a valid vehicle operator's license and a vehicle is required. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

**Duties:** Builds and maintains a caseload of pregnant and breastfeeding mothers; makes routine contact with assigned caseload to give basic breastfeeding information and support to new mothers, including overcoming common barriers and getting a good start with breastfeeding; helps mothers prevent and handle common breastfeeding concerns. Counsels pregnant and breastfeeding mothers by telephone, home visits, clinic visits, and/or hospital visits at scheduled intervals determined by program. Establishes an effective working relationship with local hospitals and agencies as appropriate. Helps organize a local breastfeeding support group/mom's club and Berrien County Breastfeeding Coalition. Functions within a team of Breastfeeding Peer Counselors and other maternal/child health program staff members at the Berrien County Health Department. Refers clients to other breastfeeding resources and/or health professionals when needed. 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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## **BERRIEN COUNTY ROAD DEPARTMENT**

### **Medium Equipment Operator (\$42,619)**

**Required:** High school diploma or GED. Maintain a valid class A Michigan Commercial Driver's License (CDL) with a (N) Tank Endorsement and appropriate medical card throughout employment. 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. 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.

### **Medium Equipment Operator (\$17.50/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. Maintain a valid class A Michigan Commercial Driver's License (CDL) with a (N) Tank Endorsement and appropriate medical card throughout employment. 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:** Preparation for snow plowing season. 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. 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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## **BERRIEN COUNTY ROAD DEPARTMENT**

### **Project Engineer (\$53,025 - \$59,681)**

**Required:** Bachelor's degree in civil engineering and related work experience 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.

**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. Response for the 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. Responsible for performance of 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. This description is intended to describe the type and level of work being performed by a person assigned to this job. 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**

### **Call Taker (\$33,926 - \$44,528)**

**Required:** A high school diploma or GED. No felony convictions. A minimum typing speed of 35 WPM net is required. Must be able to master telephone system, TDD, department computer applications, and Public Safety radio operation related to position.

**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.

**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.

**Duties:** Under the general supervision of the Communications Center Supervisor, Shift Leader or other management staff, processes emergency and non-emergency calls for service, administrative calls, computer messages, and Telecommunications Device for the Deaf (TDD) calls. Performs general and clerical support 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.

**Special Employment Conditions:** Will be required to work various shifts, holidays and weekends. Regular, reliable and predictable attendance is required. Will be required to successfully complete initial and periodic training and/or certification programs to maintain job proficiency. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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## **SHERIFF'S DEPARTMENT – MARINE DIVISION**

### **Marine Deputy (\$11.00/hr.)**

The Berrien County Sheriff's Department is now accepting applications for Marine Deputies for the 2018 boating season. Application deadline is December 31, 2017. **Applications must be received in the Berrien County Personnel Office by 5:00 p.m. on the deadline date.**

**Note:** This is a **temporary/seasonal** position working a maximum of 1,000 hours per calendar year. There are no benefits. New Deputies will begin training on the weekends in April. Patrols will begin with the Memorial Day holiday and end with the Labor Day holiday.

**Required:** Must be 18 years of age and out of high school at least one year prior to the start of the boating season. Must be able to pass a complete background check, swim test, provide diploma or GED, and work well with others. Prior boating knowledge, mechanical aptitude, computer skills, along with written and verbal communication skills. Hours are based on a 40-hour workweek and is weather dependent. Deputies will be required to work weekends with holidays mandatory

**Duties:** Under the supervision of the Marine Lieutenant and/or Marine Sergeant, responsibilities include enforcement of the Marine Safety Act on Lake Michigan as well as the many inland lakes and rivers within Berrien County. Deputies will be responsible for proper maintenance on boats, engines, trailers and vehicles, and caring for all County issued gear and equipment.

## **SHERIFF'S DEPARTMENT**

### **Records Clerk III (10.00/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 Niles Substation 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 and 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. Completes special projects or assignments as requested by 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.



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## SHERIFF'S DEPARTMENT

### **Court Entrance Security Officer (\$17.00/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. 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.

### **Deputy – Enforcement Division (\$44,229)**

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

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://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 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.



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## SHERIFF'S DEPARTMENT

### **Part-time Patrolman (\$17.00/hr.)**

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

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

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://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 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.

### **Deputy – Jail Division (\$44,229)**

**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](http://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.