



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 ~ May 28 – June 1, 2018

REGISTER OF DEEDS

Deputy Register of Deeds (\$24,203)

Required: High school diploma or GED with three years of clerical/business office experience; **OR** associate's degree in business related field and one year office/business experience. A minimum typing speed of 40 WPM net is also required. **Note:** Please contact the Personnel Office to schedule a typing test, if you have not taken one before with the County. Your application will not be forwarded until you have taken and successfully passed the required net speed typing test.

Desired: Demonstrated computer proficiency with windows-based software, prior land records experience.

Duties: Reviews land documents received for recording in the Register of Deeds office. If document meets statutory requirements--receipts, scans and indexes said document. Performs searches and works with the public to better their ability to use and understand the Register of Deeds land management software. Use independent judgment and initiative in performance of job duties with regard to training directives. Completes special projects and assignments as requested by the Register of Deeds. This is not an exhaustive list of all duties and responsibilities required.

HEALTH DEPARTMENT

Clinical and Community Health Services Manager (\$58,300 - \$67,490)

Required: A 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** bachelor's 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. A resume and cover letter must be submitted for the application to be considered complete.

Special Requirements: Possession of a current license to practice as a Registered Nurse in Michigan. 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,

Desired: Professional knowledge 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 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 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 that includes 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. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support program 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. Represents BCHD to a variety of stakeholders through participation in collaborative groups, presentations and other formats. 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

Public Health Nurse (\$42,876 - \$55,882)

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. A resume and cover letter must be submitted for the application to be considered complete.

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.

Breastfeeding Peer Counselor (\$15,586)

Note: This is a **grant-funded, part-time** position with pro rata benefits, working a maximum of 26 hours per week.

Required: High school graduation or GED. Significant personal breastfeeding experience (does not have to be currently breastfeeding). 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. She also 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/moms' 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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HEALTH DEPARTMENT

WIC Supervisor (\$48,184 - \$64,570)

Required: Bachelor's degree in nutrition/dietetics or nursing and one to three years of related experience in the WIC program. A resume and cover letter must be submitted for the application to be considered complete.

Desired: Computer experience/expertise in word processing, presentation, database, and publishing programs. Strong interpersonal skills with ability to engage stakeholders; relates well to people from varied backgrounds; sensitive to individual differences. Strong communication skills with ability to express information about the WIC program to individuals or groups effectively and make clear and concise presentations. Listen effectively to others and attend to nonverbal cues. Strong organization skills: ability to organize work, set priorities, determine resource requirements, goals and strategies, coordinate with other project team members, and monitor the progress of the project. A strong work ethic: adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deal with ambiguity; display a high level of initiative, effort and commitment towards completing assignments in a timely manner; work with minimal supervision. Experience working with programs serving children and families.

Duties: Serve as the day-to-day contact for the WIC program, including supervision of WIC staff and breastfeeding peer counseling program. May oversee additional public health programs as needed. Schedule staff in WIC clinics at all BCHD offices to assure appropriate coverage; deliver a quality WIC program to a multicultural and diverse population. Work closely with the local Federal Qualified Health Center (FQHC), currently InterCare, and local birthing hospitals to assure that all WIC-eligible women, infants and children have access to WIC services. Work closely with the Michigan Department of Health and Human Services to plan, coordinate and monitor the implementation of the WIC program, serving as the MI-WIC Coordinator. Support and conduct community outreach to raise awareness about the WIC program to healthcare and other infant and child-focused service providers and to WIC eligible women, parents and guardians of WIC eligible children. Provide all required reports to the Michigan Department of Health and Human Services; assures WIC staff receive initial and ongoing training and maintain a training record for each staff. Serve as the lab coordinator and report to the Lab Manager and Lab Director. Provide staff evaluations; responsible for working with clients or providers regarding WIC service quality complaints. 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

Family Programs Supervisor (\$48,184 - \$55,778)

Required: Bachelor's degree in nursing and registration as a nurse in the State of Michigan. A minimum of two years of professional work experience with childbearing women and children, which includes increasing responsibility with program supervision and implementation. A resume and cover letter must be submitted for the application to be considered complete.

Special Requirements: Possession of a valid vehicle operator's license and a vehicle. Ability to attend multiple training programs; strict adherence to program protocols and reporting requirements. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work a flexible schedule that may include some evenings and weekends.

Desired: Experience in nursing in a community health setting. Strong home visiting skills/experience. Experience with staff supervision and program coordination. Reasonable knowledge of the scope of state and local public health programs. Ability to establish interpersonal relationships with populations from diverse socioeconomic and cultural backgrounds. Ability to establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies, and the general public. Strong organizational and communication skills. Expertise in community organizing and collaborative work. Fluency in languages other than English, particularly Spanish. Understanding of structural influences on health, including the intersections of race and health, education and health, and income and health.

Duties: Oversees and guides program staff in their work with families in accordance with each programs standards and guidelines, including conducting staff meetings and assuring program fidelity. Oversees day-to-day operation of programs, including supervising staff members, evaluating their performance and implementing disciplinary action as appropriate. Responsible for internal and external referral processes and relationships; ensures referrals are received and connected with appropriate programs/program staff and that program caseloads are maintained. Leads and participates in community outreach and collaborative work to raise awareness and ensure programs are a part of the larger family and parenting services infrastructures county-wide. Manages program reporting and evaluation requirements, including case conferences, file audits and programmatic policies and procedures in accordance with program standards, guidelines and best practices. Covers after-hours calls from program clients and staff as needed. Assumes responsibility for ongoing learning of self and staff in relation to program(s) implementation and department-wide priorities. Supports annual budget process for programs, including budget needs and allowances. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support program sustainability. May be assigned coordination and oversight of other special programs within the department 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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HEALTH DEPARTMENT

Clinical Services Coordinator (\$39,822 - \$46,098)

Required: Associates degree in medical billing/medical office or related field and a minimum of two years progressively more responsible clerical/medical coding experience. Experience leading a clerical team within office setting is preferred; **OR** a high school diploma or equivalent and a minimum of four years progressively more responsible clerical/ medical coding experience. Experience leading clerical team within office setting is preferred. A resume and cover letter must be submitted for the application to be considered complete.

Special Requirements: Possession of a valid vehicle operator's license. Certification in Medical Coding as either Certified Medical Coder from AAPC, Certified Coding Associate from AHIMA or equivalent. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Regular, reliable and predictable attendance. Ability to work flexible schedule that may include some evenings and weekends. **Note:** If not yet certified in Medical Coding, the employee is paid at one grade less on the salary schedule.

Desired: Experience leading teams and managing projects. Knowledge of quality improvement and monitoring program metrics over time. Excellent attention to detail in all tasks. Proficiency in MS Office suite and EMRs. Excellent organizational skills and abilities with office practices. Ability to communicate and work effectively with coworkers and the general public. Strong listening, reading comprehension, problem-solving, and writing skills. Fluency in languages other than English, particularly Spanish. Understanding of structural influences on health, including the intersections of race and health, education and health, and income and health.

Duties: Supervises the Clinical Services Client Associate staff members, who serve as the front desk/clerical staff for various clinical program areas in all BCHD locations, ensuring a high level of customer service, including participating in the processes of hiring and evaluating staff and recommending disciplinary action as necessary. Trains staff members on Electronic Medical Record (EMR) usage and facilitates coordination between Health Department EMR users, Berrien County I/S Department, and the EMR Vendor as needed. Oversees medical coding for clinical programs, including keeping up to date on coding changes and researching codes for procedures. Collaborates with finance staff to resolve claims rejections. Creates and maintains staffing schedules for all BCHD clinic sites. Assists in the implementation and evaluation of clinical office procedures and recommends changes to increase efficiency and effectiveness of program operations. Coordinates with manager to lead quality improvement activities related to clinical program processes. Coordinates maintenance of clinical program policies and procedures. Works with Finance Clerk to ensure procurement of supplies for clinical programs. Prepares or assists staff in the preparation of a variety of records and reports. Serves as lead clerical staff in emergency preparedness drills and in an actual emergency as part of Public Health Headquarters. 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

Hearing and Vision Coordinator (\$36,201 - \$41,907)

Required: A high school diploma or GED; hearing and vision certification required; five years of experience as a hearing and vision technician. A resume and cover letter must be submitted for the application to be considered complete.

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,

Desired: Knowledge and skill in hearing and vision screening protocols. Ability to work cooperatively in a team environment, establishing and maintain effective work relationships with those encountered during the course of work. Experience leading teams and managing projects. Knowledge of quality improvement and monitoring program metrics over time. Using sound independent judgement within established policies and procedural guidelines. Maintain accurate up-to-date files, records, and schedules. Experience, patience and positivity in working with children of various ages. Effective oral and written communication skills. Fluency in languages other than English, particularly Spanish. Understanding of structural influences on health, including the intersections of race and health, education and health, and income and health.

Duties: Oversees, trains, monitors, and evaluates the technical work of the Hearing and Vision Technicians. Provides day-to-day supervision, including hiring and evaluating staff and recommending disciplinary action as necessary. Responsible for maintaining the Hearing and Vision Public Health accreditation standards and evaluates policies and procedures to ensure compliance with proscribed protocols for screening technique, follow-up with parents and schools, and referrals to needed care. Plans and leads team meetings and coordinates schedules of Hearing and Vision Technicians. Provides for post-certification and observation of new Hearing and Vision Technicians and identifies continuing educational opportunities for experienced technicians. Assists and directs other screening staff in the maintenance of records and other duties. Acts as the lead liaison to MDHHS, Berrien County schools, parents, and referral partners. Prepares and maintains a variety of reports. Assures compliance with billing policies and procedures for billable services within the program. Performs hearing and vision screening/testing and rescreening for preschool, school age and special education children; interprets test results and communicates with parents of children with possible hearing or vision problems. Coordinates school testing schedules as well as public clinic schedule; plans special events/clinics as needed to provide additional hearing and vision screening opportunities. 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

Assistant Public Defender I (\$53,001 - \$71,027)

Required: Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing. No prior experience is required; however, at least one year of criminal defense experience or comparable civil legal service 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. **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.

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.

PROSECUTOR'S OFFICE

Assistant Prosecuting Attorney I (\$53,001 - \$71,027)

Required: Graduation from law school. No prior experience is required.

Special Requirements: Admission to practice law before the Michigan Supreme Court is required within four months after administration of the last bar exam. Employees will be hired at a trainee wage as established by Berrien County until admission to practice before the Michigan Supreme Court has been obtained.

Duties: Under supervision of the county prosecuting attorney, assists in prosecuting routine complaints for and on behalf of the county and other official agencies. Receives and reviews police reports and arrest warrants from local law enforcement agencies; approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Conducts legal research and prepares legal briefs; represents the People of the State of Michigan in jury and nonjury felony and misdemeanor cases; interprets and applies criminal statutes for police agencies; prepares probate court petitions; reviews and handles juvenile matters, paternity matters and abuse and neglect cases. Provides after hours, weekend and holiday assistance to police agencies regarding review and authorization of felony arrests, legal questions, search warrants, and exigent matters. Prepares and files petitions in civil proceedings. Exercises a considerable degree of independent judgment throughout each stage of the criminal justice process. 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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PROSECUTOR'S OFFICE

Legal Secretary II (\$13.41/hr.)

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

Required: An associate's degree in secretarial science or criminal justice and one year of paid, fulltime secretarial/clerical experience; a net typing speed of 60 words per minute. **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: 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.

COUNTY CLERK

Deputy Circuit Court Clerk I – Family File Room (\$24,203 - \$31,545)

Required: A high school diploma or equivalent and a minimum of one year of office experience, preferably in a legal or governmental organization. Additional coursework in legal office administration, business or related areas is preferred. A minimum typing speed of 40 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.

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. Processes charges and payments of fees; posts payments manually and by computer; balances receipts. Prepares and processes various records and documents according to their purpose by following standard procedures while maintaining privacy rights; ensures appropriate documentation is prepared, signed and distributed. Indexes and maintains departmental files; opens files and assigns file numbers according to departmental procedures. 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. 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 Court Clerk - Equipment Operator (\$26,623 - \$34,698)

Required: High school diploma or equivalent and three years of court/legal experience is required, preferably court file maintenance experience. Typing speed of 40 words per minute net. Certification as a Certified Electronic Operator (CEO) is required within six months of employment. **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: Attends all court sessions as required. Administers oaths, maintains daily journal of court activity, completes trial sheets, selects juries, and completes trial books. Operates court recording equipment in order to record court activity, labels and logs exhibits, plays electronic depositions for the court and jury. Performs computer entry of all criminal and civil actions; receives and answers written and telephone inquiries from the public and governmental agencies; orders office supplies as needed; maintains files of related records and correspondence; backs up County Clerk file clerks. 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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FRIEND OF THE COURT

Temporary Office Assistant (\$12.18/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 equivalent; a minimum typing speed of 40 WPM net; regular, reliable and predictable attendance. **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 test at the net speed required for the position.

Desired: Previous clerical or related experience is preferred.

Duties: Under close supervision, performs routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as filing, typing, answering phones, and greeting visitors. Specific duties and responsibilities may vary based on department 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.

TRIAL COURT

Attorney Magistrate (\$64,131 - \$85,943)

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. A legal writing sample must accompany your application. **Note:** 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.

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 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, recordkeeping 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

Accounting Manager (\$64,131 - \$85,943)

Required: A bachelor's degree in business administration, accounting, finance or related field. Demonstrated ability to work with automated financial programs is necessary. A minimum of five years of relevant professional experience in a financial/accounting function and in a leadership or managerial/supervisory role of increasing responsibility; an in-depth understanding and application of concepts, theories, principles, practices, regulations and terminology and applied bases in the field of financial accounting, budgeting and third-party reimbursement is also required. Must possess a valid vehicle operator's license, pass a pre-employment physical, background check and submit to random alcohol or drug testing at any time during employment with the court. No felony convictions; shall be fingerprinted; regular, reliable and predictable attendance.

Desired: Knowledge of a variety of computer systems, computerized accounting applications and automated information systems is preferred. Knowledge of special fund and grant accounting, reports and budgets. Knowledge of the Michigan Trial Courts. Ability to manage, supervise and coordinate professional and support employees, evaluate performance and implement staff training. Possess certification as a Certified Public Accountant with direct experience and application in a governmental agency, public or private sector.

Duties: Supervises finance office, collections, cashiering, and professional and/or clerical accounting employees engaged in process collections, accounts payable and receivable, billings, and third party payors. Prepares Trial Court annual budgets; monitors budgets spending compliance and revises figures throughout the calendar and fiscal year to prepare management budget reports. Reviews purchase requisitions for compliance to budget; approves requisitions for processing by subordinate personnel. Performs the more complex and responsible accounting and statistical tasks involving the Childcare Fund and the preparation of reports for local, state and federal agencies. Alerts management to nonconforming transactions, noncompliance with budget expectations and other accounting related problems or concerns. Prepares for and assists outside auditors in the annual audit of Trial Court financial statements. Prepares financial data for grant applications. Plans and directs analysis of financial data. Works with Information Systems to develop/implement financial information technology. Works with county Financial Services and court divisions to assure compliance with local, state and federal laws and policies 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.



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TRIAL COURT

CJIS-LEIN Entry & Live-Scan Technician (\$12.62 - \$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 and a net typing speed of 40 words per minute. Must maintain Michigan CJIS/LEIN Operator certifications throughout employment and 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.

Desired: Experience as a Certified CJIS/LEIN Operator, CJIS/LEIN and/or a Terminal Agency Coordinator with a comprehensive knowledge of CJIS roles 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.



BERRIEN COUNTY PUBLIC POSTING

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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
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Equal Opportunity Employer ~ May 28 – June 1, 2018

TRIAL COURT

Administrative Assistant (\$36,201 – \$48,512)

Required: Associate's degree in business or related field and two years of paid, fulltime responsible clerical and administrative support experience, which includes two years of word processing/spreadsheet experience; **OR** high school diploma or GED and four years of paid, fulltime responsible clerical and administrative support experience, which includes one year of word processing/spreadsheet experience. Typing speed of 60 WPM net; may be required to obtain and maintain certification as a certified electronic operator (CEO) or certified electronic recorder (CER) from the Michigan State Court Administrative Office. **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: Knowledge of court operations, courtroom procedures and agencies within the State of Michigan and/or Berrien County. Knowledge of strategic planning and organizational methods to assist with the court's operational plans and objectives, budget preparation, information technology, public relations, and experience with news media. Possess strong interpersonal skills and a demonstrated ability to communicate effectively orally and in writing. Ability to be flexible and work well in a team situation.

Special Requirements: Must submit to fingerprints and subjected to a criminal record check, character, reputation, mental health, and moral character screening and clearance before employment. Must possess a valid vehicle operator's license, pass a pre-employment physical and drug test; must submit to random alcohol and drug screening tests during the course of employment. Appropriate speech and dress and a high level of personal and professional conduct for work in a court setting; regular, reliable and predictable attendance; work flexible hours in the fulfillment of Administrative Assistant duties.

Duties: Assists in the development of office procedures to increase the efficiency and effectiveness of operations; assists and coordinates court communication activities and acts as a liaison with all internal court divisions, external agencies and organizations. May handle complicated contact with the general public; assists in preparing and maintaining records and statistical reports. Assists with processing employment applications and applicant selection process. Provides court paperwork and orientation for new staff. May maintain division personnel files which contain highly confidential and sensitive information. Processes biweekly payroll; assists with data collection regarding labor agreements and maintains official files for union matters. Assists with the coordination of official record retention requirements for the court; assists in drafting letters, memos, disciplinary data, resolutions, policies and procedures, and proofreads those documents. Assists the court administrators with financial reports and records. Assists in preparing vouchers, requisitions and special order requests. Responds and assists inquiries from court staff. May prepare agendas and/or notices of meetings, attend meetings, take and prepare meeting minutes; may perform court record checks as requested by the public and others and provide defendant case information; may perform or assist with Alternative Dispute Resolution (ADR) case processing or scheduling. May be required to provide courtroom coverage. Assists court administrators and judges or designee with special projects and assignments. Assists other trial court administrative assistants as workload may require or for absence coverage. 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

Temporary Deputy Register (\$14.49/hr.)

Required: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of 40 words per minute net. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance. **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: 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.

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.

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.

Building & Groundskeeper (\$26,623 - \$34,698)

Required: One year of grounds keeping experience in a commercial setting. High school diploma or equivalent. Must have a current Michigan driver's license. Must be able to lift 70 pounds; frequently stands, sits, squats or kneels for extended periods of time; ability to distinguish colors. Regular, reliable and predictable attendance.

Duties: Under the supervision of the Building and Grounds Team Leader, performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings by cutting grass, weed whipping/removal, edging, blowing, trimming shrubs and trees, fertilizing, raking leaves, and picking up debris. Maintains parking lots and sidewalks--sweeps, shovels snow and salts walkways. Operates a variety of equipment and tools, such as lawn mowers, tractors, trucks, plows and related equipment in performance of job duties. Responsible for the operating condition of said equipment. Assists with performing building maintenance duties and tasks assigned; may deliver mail; open and closes county buildings as directed. 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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BUILDINGS & GROUNDS

Building Maintenance Worker (\$29,286 - \$38,164)

Required: High school diploma or equivalent and two years of experience in skilled building maintenance work.

Special Requirements: Possession of a valid Michigan Vehicle Operator's license. For Building Maintenance Worker assigned to the Health Department, in times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Duties: Inspects, maintains and repairs heating, ventilation and air conditioning systems. Installs, repairs and replaces plumbing fixtures, such as faucets, valves, pumps, drains, sinks, and urinals; replaces burst or leaky pipes; cuts and threads pipe. Installs, repairs and/or replaces electrical wiring and fixtures, such as electrical boxes, motors and lighting fixtures. Installs, repairs and replaces computer wiring, security systems, video and audio systems, communication systems, and power equipment. Performs a variety of carpentry tasks; inspects, cleans and repairs boilers; repairs and installs locks. Repair, assemble and move office furniture, records, equipment, and supplies. Performs duties of Building and Groundskeeper as needed--cuts grass, trims bushes and shrubs, rakes leaves, sweeps curbs and sidewalks, and shovels and removes snow. Operates pick-up truck and a variety of 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.

PARKS DEPARTMENT

Park Maintenance Worker (\$9.69/hr.)

Note: Positions available at Love Creek County Park and Silver Beach County Park, April through October. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Valid Michigan driver's license. Must wear a department issued uniform while on the job. Seasonal employees may work weekends and holidays.

Duties: Assists routine park operations and maintenance. Opens and closes park gates and facilities, collects fees, enforces park rules and regulations, empties trash receptacles, inspects and cleans restrooms, and performs other related duties as required.

Desired: High school graduate or GED is desired.

Duties: Maintains buildings and grounds at various county park locations. Operates and maintains related machinery and 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.

Lifeguard (\$10.40/hr.)

Note: Positions available May through August at Silver Beach County Park. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Must be certified in American Red Cross Lifeguard Training or equivalent **AND** CPR for Adult, Infant and child prior to beginning work. Must pass written and water tests administered by Park Staff.

Desired: Prior lifeguarding experience is desired.

Duties: Responsible for promoting safe beach and water related activities. Enforces park rules and regulations. Performs water search and rescues. Administers first aid and CPR. Patrols beaches and swim areas for hazards. Performs related 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.



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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. 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.

Mechanic (\$45,198 - \$45,906)

Required: High school diploma or equivalent and two years of experience as a diesel mechanic.

Special Requirements: Regular, reliable and predictable attendance. Must have current driver's license with no restrictions for nighttime driving. Must possess and maintain a valid Class A Michigan Commercial Driver's License (CDL) and appropriate medical card at all times. Must have an (N) tank endorsement or (X) endorsement. Able to lift and carry weights up to 80 pounds manually and alone. Available to work shifts exceeding eight hours as assigned. Subject to call-in during off hours as dictated by weather conditions. Ability to maintain and record electronic daily work records. Ability to maintain and record electronic repair orders by specific pieces of equipment.

Duties: Safely and proficiently operate Road Commission motor vehicles, including commercial motor vehicles and the various attachments affixed thereto, 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. Repairs diesel engines. Safely operate specialized equipment, including front end loaders, backhoe and tractor mowers, brush chipper, roller, bucket truck, distributor, patch truck, etc. Troubleshoot, locate and repair problems in hydraulic systems; analyze and correct electrical issues in heavy-duty equipment; inspects and performs minor maintenance on vehicles and equipment, including servicing equipment and changing tires, oil and other lubricants. Uses electronic diagnostic programs to find engine problems and to monitor maintenance schedule of the 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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ANIMAL CONTROL

Part-time Animal Control Officer (\$13.50/hr.)

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

Required: Graduation from high school or GED and one year of experience in the care or custody of animals. Must be at least 21 years or age. Must possess a valid vehicle operator's license; certification as an Animal Control Officer by the State of Michigan within 90 days of employment and maintain status throughout employment. Must be deputized by the County Sheriff and maintain status throughout employment. Must be certified in CPR and First Aid and maintain status throughout employment. The Berrien County Reserve Academy must be completed within one year of date of hire. Ability to lift, carry and drag large animals/livestock; ability to bend, stoop, crawl under porches, crawlspaces; climb ladders, stairs, and trees. Must be able to lift at least 80 pounds. Subject to call in after normal hours, including weekends and holidays; regular reliable and predictable attendance; must pass a criminal background check; possess and maintain a valid CPL during employment.

Desired: Demonstrated skill in use of handguns, shotguns and pepper spray or related items; knowledge of roads and principle locations within Berrien County; ability to diffuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Patrols an assigned area in a radio-equipped vehicle. Responds to and investigates complaints related to enforcement of state and county dog laws. Pick up, transports and provides care for unlicensed and stray animals. Works with owners and interested parties to attempt resolution of animal-related problems. Issues citations as necessary. Investigates animal bites; captures and impounds dogs and cats and other animals that have bitten individuals to quarantine as required. Investigates suspected cases of animal abuse and/or neglect. Assists in picking up farm or exotic animals that are on the loose. Issues dog licenses and receives and records fees. Humanely euthanizes unclaimed and unadoptable animals according to established procedures; may remove and transport head of animals suspected of rabies infection to the Department of Public Health or other appropriate state agency. Exposure to all types of weather conditions. May assist police officers with animals hit by cars; may assist with narcotics raids by removing animals from the property. 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.

Kennel Worker (\$9.25/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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PUBLIC SAFETY COMMUNICATIONS CENTER

Dispatch Center Call Taker (\$34,605 - \$45,419)

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 for the position.

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. 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 (\$10.00/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, 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.

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.



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SHERIFF'S DEPARTMENT

Deputy – Enforcement Division (\$45,407)

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

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 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.

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

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 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 (\$45,407)

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.