



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: www.berriencounty.org
Equal Opportunity Employer
May 22 – May 26, 2017

TRIAL COURT FINANCIAL OFFICE

Accounting Technician (\$28,192 - \$39,671)

Required: High school diploma or equivalent and a minimum of three years of accounting or finance experience; or an 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 mainframe and personal computer, computerized accounting applications and automated information systems is preferred.

Special Employment Conditions: Employees will be fingerprinted; subject to criminal record, character, mental health, and drug testing before employment. May be subject to random drug and alcohol testing throughout employment. Possession of a valid vehicle operator's license. Must satisfactorily complete accounting, math and language skills tests.

Duties: Assists in the maintenance of accurate accounting records for the Berrien County Trial Court. Conducts research for different accounts, funds, vendors, etc.; performs moderately complex accounting and bookkeeping work; maintains ledgers, journals; prepares checks, vouchers, invoices, trial balances; classifies and posts expenditures and revenues to a manual and/or computerized system. Reconciles and maintains various accounts and subsidiary ledgers; maintains bond and trust account subsidiary ledgers used for cash bonds or other trust monies. Interacts with other governmental agencies. Completes special projects and assignments.

TRIAL COURT

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.

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: 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.



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TRIAL COURT

Deputy Register (\$26,910 - \$36,061)

Required: 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. Possession of a valid vehicle operator's license. Regular, reliable and predictable attendance is required.

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Duties: Under supervision of the Intake Manager-Juvenile Register and/or Probate Register, performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences, prepares paperwork and certified documents, answers the phone and responds to inquiries. Types material and uses a computer to maintain information. Receives petitions, orders, inventories, accountings, and other legal documents related to juvenile, child protective and probate proceedings, and examines them for sufficiency, accuracy, and completeness. Responds to inquiries from citizens, attorneys and others; provides information, receives and receipts filing and other statutory fees. Attends court hearings and assists as required in creating court records of proceeding; responds to any procedural and factual questions of the judge, dockets, 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. Other duties as assigned.

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, projects and tasks for youths detained in the Juvenile Center. Assists with recreational programs and activities.

Youth Specialist (\$31,011 - \$41,559)

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 the 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.



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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.

Assistant Supervisor (\$39,041 - \$52,317)

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

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

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

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

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 (1) 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.



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FINANCIAL SERVICES

Purchasing Agent (\$34,826)

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.

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 words per minute 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.

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.



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ANIMAL CONTROL

Animal Control Director (\$51,962 - \$69,634)

Required: Bachelor's degree with a major in criminal justice, business administration or animal care related field and a minimum of three years of experience in animal control or law enforcement, which includes a minimum of six months of supervisory experience; **OR** associate's degree with emphasis on criminal justice, business administration or an animal care related field and a minimum of five years of experience in animal control or law enforcement, which includes six months of supervisory experience.

Desired: MCOLES certification. Knowledge and skill in care, handling and habits of dogs and other animals; knowledge of geography within Berrien County; proficient with Microsoft Office software; ability to use social media outlets; ability to tactfully handle critical and sensitive situations in a calm and professional manner; ability to deescalate potentially violent situations.

Special Requirements: No felony convictions; valid vehicle operator's license; regular, reliable and predictable attendance. Must pass physical and medical examinations; must pass drug and alcohol tests and criminal and civil record checks; random and for cause drug and alcohol tests may be required. Unless waived by the County Administrator in writing, shall possess or obtain within 91 calendar days of appointment to that office, and shall maintain as a condition of continued employment: written acknowledgement from MDARD that 100 instructional hours was achieved as provided under the Dog Law for employment as an Animal Control Officer; a valid Restricted Wildlife Damage and Nuisance Control Permit issued to the Department by the MDNR pursuant to Part 401 of 1994 PA 451, and assure the Department's compliance with The Wildlife Conservation Order sections 5.52 – 5.54. A valid permit from the Department of Licensing and Regulatory Affairs (LARA) for a license to perform animal euthanasia and sedation per the Board of Pharmacy – Animal Euthanasia and Sedation Rules. Shall be the Department's employee supervisor that is responsible for designating and training certain employees to administer euthanasia by injecting sodium pentobarbital, or any other drug or procedure approved by the LARA, and be the person in charge of the day-to-day storage, security and recordkeeping of the department's sodium pentobarbital as required under the license issued by LARA. All aspects of the euthanasia program shall comply with the Public Health Code, LARA's Board of Pharmacy Animal Euthanasia and Sedation Rules. Appointment by the County Sheriff as a deputy sheriff. After appointment, completion of Basic Reserve Officer Training Academy with certification in CPR and First Aid; must be knowledgeable of firearms and be prepared to carry a sidearm while on duty. Berrien County Animal Control is a 24-hour facility, seven days a week with no holidays. Must have the ability and willingness to be available at any time as required by the situation.

Physical Requirements: Ability to push, pull and lift weights up to 100 pounds in regular daily activities; ability to use a ladder; agility consistent with the demands of the position; ability to walk on various and uneven types of terrain indoors and outdoors to conduct investigations and collect animals; ability to distinguish color.

Working Conditions: Regular exposure to odors of animals; exposure to noise of impounded animals; exposure to disease communicated by animals; exposure to risk of being bitten by animals; exposure to animal feces and urine; exposure to parasites (fleas, ticks, mites).

Duties: Under the supervision of the County Administrator, is responsible for planning and developing animal control operations in accordance with established policies and regulations. Maintain responsibility for enforcement of state regulations and county ordinances governing animals and livestock in the county. Supervise reporting of animal bites to the Health Department for rabies control follow-up. Is accountable for the distribution, sale and revenue received for dog licenses sold in the county. Has primary responsibility for managing and administering the county's animal shelter, which includes adoptions, shelter and kennel operations, euthanasia, licenses, marketing and fundraising, medical treatment and veterinary services, disposal of deceased animals, community relations, volunteer recruitment and management, staff supervision, budget preparation, and staff and volunteer training. Ensures adherence to established safety procedures, monitors work environment and use of safety equipment. Performs employee evaluations, including counseling sessions and disciplinary action as necessary. Serves as the county's animal shelter director and is assigned responsibility for the operations of the pound areas of the shelter. These operations include transport, in-processing, redemption, adoption, euthanasia, care, cleaning, feeding, and watering of animals. Performs related tasks as directed by the County Administrator.



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PARKS DEPARTMENT

Park Ranger (\$8.90/hr.)

Note: Positions available year-round at Madeline Bertrand County Park, and April through October 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 at least 16 years of age and possess a valid driver's license. Seasonal employees are required to work weekends and holidays on a regular basis and wear a department issued uniform while on the job.

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.

Park Maintenance Worker (\$9.50/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 required. Must wear a department issued uniform while on the job. Seasonal employees may work weekends and holidays.

Desired: High school graduate or GED desired.

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

Lifeguard (\$10.00 - \$10.50/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.

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 area for hazards. Performs related duties as required.



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HEALTH DEPARTMENT

Deputy Health Officer (\$69,161 - \$92,682)

Required: Master's degree in public health, public administration, business administration or in a health or human services related field (the MPH is preferred), and a minimum of four years of experience in a public health or related human service agency. 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 public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County; minimum score of 80% on computer proficiency test in areas of Microsoft Word, Excel and Outlook.

Desired: Experience working within a local public health department. Familiarity and experience with working with diverse populations in Berrien County. Strong interpersonal skills; strong communication skills; strong organizational skills; strong work ethic; strong problem-solving skills. Expertise in community organization. Experience working with public health programs and partners, particularly in Berrien County. Thorough knowledge of local, state, federal and foundation funding resources and grant processes.

Duties: As delegated by the Health Officer, possess the power, duties and responsibilities to the preservation and protection of community health. Coordinates the accreditation of the department or specific programs, both state and national as required. Leads strategic planning and program evaluation efforts for the entire department; develops processes and systems to create a culture of quality improvement for the department; leads quality improvement projects pertaining to the entire department as well as specific service areas or programs; develops and implements systems to ensure the success of department wide initiatives, particularly in the areas of performance management and workforce development. Oversees the departments Epidemiology and data analysis activities. Provides general direction for and indirect supervision of Substance Abuse Prevention Services and various grant-funded parenting programs; provides assistance/leadership to special projects. Other duties as assigned by the Health Officer.

Public Health Nurse (\$42,139 - \$47,402)

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. Reasonable knowledge of the practices of public health nursing and of applicable public health laws and ordinances; reasonable knowledge of the epidemiology of communicable diseases and the ability to conduct epidemiological investigations; reasonable knowledge of growth and development and the ability to recognize deviations from the norm; reasonable knowledge of medical/clinical protocols and procedures; ability to interpret and explain public health laws and regulations; ability to utilize problem-solving techniques in planning for and providing skilled nursing services; ability to 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.



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HEALTH DEPARTMENT

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 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.

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.



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HEALTH DEPARTMENT

WIC Clinical Services Client Associate (\$14,272)

Note: This is a **grant-funded, part-time** position with pro rata benefits, working a maximum of 22.5 hours per week.

Required: High school diploma or equivalent and two years of experience working in a medical/clinical office; **OR** associates or certification from an accredited medical office assisting or similar program. No experience required. A resume and cover letter must be submitted for the application to be considered complete.

Desired: Experience working in a medical/clinical office; familiarity with community services in Berrien County; experience working with diverse clients utilizing community services; ability to work effectively as part of a team; ability to provide exceptional customer service.

Duties: Schedules client appointments in a variety of clinical areas using electronic medical records. Checks clients in for appointments, verifies insurance coverage, checks clients out, and requests payment for services. Books client payments in electronic finance systems. Conducts intake interviews with clients regarding program eligibility and needs. Maintains electronic medical records for clients utilizing clinical services. Provides excellent customer service at all times, treating all clients with dignity and respect. Refers clients to other appropriate community services and resources within and outside the health department as needed. Performs routine administrative duties including answering phones, greeting clients, sorting mail, etc. Completes special projects and assignments as requested.

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.



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SHERIFF'S DEPARTMENT

Deputy – Enforcement Division (\$44,299)

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 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 person. 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.

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 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.



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: www.berriencounty.org
Equal Opportunity Employer
May 22 – May 26, 2017

SHERIFF'S DEPARTMENT

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