



# 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](http://www.berriencounty.org)  
Equal Opportunity Employer  
August 21 – August 25, 2017

## **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. A minimum typing speed of 40 WPM net is also required. 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 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.

### **Misdemeanor Probation Officer (\$39,041 - \$52,317)**

**Required:** A bachelor's degree in criminal justice, social work, psychology or related field and one year of paid, fulltime professional probation or counseling experience. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance; effective working relationships with other employees; ability to maintain confidentiality.

**Desired:** Thorough knowledge of the theory, laws and procedures pertaining to probation activities, casework supervision, counseling skills and techniques, community service process, and substance abuse. Knowledge of the criminal law component of the Michigan court system. Ability to effectively communicate orally and in writing and work independently.

**Special Employment Conditions:** State mandated certification as a Certified Criminal Justice Professional, or similar state certification, for substance abuse counseling and assessments is required within one year of employment. May perform work in an environment that involves a moderate degree of hazard. Required to conduct defendant interviews in an office setting, a jail or in-custody environment. Required to maintain on-call status. Employees will be fingerprinted. Random drug and alcohol testing per court policy. May be assigned to work at any Berrien County Trial Court location during the course of employment.

**Duties:** Under the general supervision of the Chief Probation Officer, performs primarily adult misdemeanor probation case management. Supervises probationers to ensure they follow court ordered probation terms and conditions. Administers biopsychosocial assessment and evaluates an individual's risk to public safety, and selects appropriate programs for probationers in conjunction with the application of the assessment tools. Assists probationers with employment searches, enrollment and completion of school or GED. Performs substance abuse assessments, completes presentence investigation reports and makes sentencing recommendations for the court. Interviews offenders, family, employer, associates, etc. Testifies in court as appropriate. Other duties as assigned.



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## TRIAL COURT

### **Court Branch Manager - Niles (\$51,962 - \$69,634)**

**Required:** A bachelor's degree with a major in business, management, public administration, criminal justice, psychology, or related field. One year of paid, fulltime supervisory experience working in a criminal justice agency, court service, personnel department, legal or law office, or public administrator's office. A minimum typing speed of 40 WPM net is also required. A copy of college transcripts **must** accompany application.

**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, including Word and Excel.

**Special Employment Conditions:** Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing and background check before employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained 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. Required to be certified as a non-attorney magistrate for the State of Michigan within one year of employment. Berrien County residency is required. May be assigned to work at any Berrien County Trial Court location during the course of employment. Submit to random drug and alcohol testing per the court's policy.

**Working Conditions:** Normal office environment, lifting up to 25 pounds is expected and some reaching and bending for file manipulation is required. Prolonged sitting and standing are required based on specific job duties and assignments. Exposure to people charged or convicted of criminal offenses.

**Duties:** Under the direction of the Civil/Criminal Division Administrator, provides administrative and management oversight of the day-to-day operations of the Niles Trial Court location, including civil and criminal/traffic support staff and magistrates assigned to the location. Works closely with judges and magistrates to assure there is appropriate accommodation for scheduling, calendaring and courtroom assignment. Works with the St. Joseph staff to assure appropriate judicial and magistrate coverage is maintained in Niles for vacations and absences. Screens and interviews applicants and makes recommendations as to staff hired. Provides new employee orientation, trains staff, assigns work, prepares and presents employee performance appraisals as directed. Recommends and participates in disciplinary action as appropriate. Assures Niles court location adheres to all Trial Court policies and procedures, state laws and court rules. Acts as a non-attorney magistrate as needed; may arraign and sentence for selected violations as provided by statute and authorized by the Chief Judge. Maintains bookkeeping and other records, journals, vouchers, and accounting records for the Niles location. Oversees office personnel matters such as overtime, vacation and sick leave; reviews for accuracy and approves time records. Acts in the capacity of subordinate personnel as needed due to work volume or staff absences. Other duties as assigned. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

## 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.



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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.

## FRIEND OF THE COURT

### **Deputy Director (\$51,962 - \$69,634)**

**Required:** A master's degree in business or public administration, criminal justice or a law degree and a minimum of three years of progressively more responsible experience, preferably in court administration or in a public or private agency of comparable size. Supervisory experience is preferred; **OR** a bachelor's degree in the aforementioned areas and five years of progressively more responsible experience in a court, law office administration or in a public or private agency of comparable size. Supervisory experience preferred.

**Desired:** Knowledge of court operations, courtroom procedures and associated agencies within the State of Michigan and/or Berrien County is highly desirable.

**Duties:** Under the direction of the Friend of the Court, the Deputy Director is responsible for the overall administration of daily Friend of the Court operations. The functions include, but are not limited to, policy and procedure enforcement; efficient use of human resources, including hiring, discipline, training and evaluation of staff. Assists in the development of policies, procedures and practices to ensure compliance with and proper enforcement of the provision of Title IV-D, UIFSA and other federal and state statutes. Provides direction to subordinate staff engaged in case management and enforcement of domestic relations orders as necessary. The Deputy Director coordinates managerial efforts with the Friend of the Court Director, Trial Court Administrator and Judges in providing assistance with budget development and objectives, monitoring Friend of the Court expenditures, and developing strategies for increasing revenue.

## 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.



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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.

## PRINTING and BINDING

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

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

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

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

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

**Duties:** Under supervision of the Printing and Binding manager, have general knowledge and experience running an offset printing press, specifically a 2/c Heidelberg Quickmaster 46-2 2/color press (if possible); able to print NCR, envelopes, etc., on press. Base knowledge of bindery equipment (trim, drill, pad as necessary). Performs all pre and post press/print room operation related functions. Ensures efficiency, accuracy and timely delivery of all formal department print orders. May perform all requirements of a copy center operation when large, multiple orders require this type of process, including finishing work. Have basic technical knowledge of proper handling of paper. Uses email as a communication and prioritization tool. Performs related and additional work as required.



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## REGISTER OF DEEDS

### Deputy Register of Deeds (\$23,787)

**Required:** Associate's degree in a business related field or graduation from an accredited secretarial school and a minimum of one year of clerical/business or office experience; **OR** high school diploma or GED (with additional coursework in typing, accounting, or related field is desired) and a minimum of three years of clerical/business office experience. A minimum typing speed at 40 WPM net is also required. Applications must be returned to and received in the County Personnel office no later than 5:00 p.m. on Friday, September 8, 2017.

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

**Desired:** Prior land records experience; demonstrated computer proficiency with windows-based software.

**Duties:** Performs complex administrative duties and has responsibilities requiring extensive knowledge of state statutes outlining the requirements necessary for the recording of each of the specific document types as well as the teaching of search criteria to customers. Employee must exercise a high degree of independent judgment and initiative in performance of job duties. Posts document type, grantor, grantee, parcel number, consideration, and miscellaneous remarks to the official public index of the Register of Deeds office. Verifies the accuracy of information entered during "indexing" module of land records management system; makes corrections as necessary. Works with customers to better their ability and understanding of the County Register of Deeds website, whether the website is accessed within the office or via the internet. Researches property ownership and liens for individuals and companies, including a basic knowledge reading of metes and bounds land descriptions; prepares invoices for payment as necessary. Balances the monies receipted through their user identification land records management system. As required, balances all monies receipted for the entire office. Reviews documents to ensure they meet Michigan Legislative statutes. On conveyances, works with the land description department and the treasurer's office as necessary to ensure the legal description as accurate and the taxes are paid. Completes special projects and assignments as requested by the Register of Deeds. This is not an exhaustive list of all duties and responsibilities required.





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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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## HEALTH DEPARTMENT

### **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.

### **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.



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## HEALTH DEPARTMENT

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

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

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

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

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





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## HEALTH DEPARTMENT

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

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

**Special and Physical Requirements:** State of Michigan registration as a Registered Sanitarian. Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Duties require sufficient mobility and physical condition to perform essential functions of the position which may include, but is not limited to, lifting objects up to 50 pounds, walking on uneven terrain, slippery conditions, bending, stooping and standing for extended periods of time in a wide variety of uncontrollable weather conditions, temperatures and indoor/outdoor environments.

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

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

## PUBLIC SAFETY COMMUNICATIONS CENTER

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

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

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

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

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

**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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## 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.

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

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

**Duties:** Patrol an assigned area in a radio-equipped car, maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. Book, search and fingerprint arrested persons. Serve legal papers and escort prisoners to court or to state institutions. Prepare and maintain required records and reports. Provide information and assistance to the general public. May testify in court on criminal or civil cases. Perform vehicle safety inspections and property checks. Direct traffic as required. Complete general incident reports and perform follow-up as needed. Any and all other duties as required.



# 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](http://www.berriencounty.org)  
Equal Opportunity Employer  
August 21 – August 25, 2017

## **SHERIFF'S DEPARTMENT**

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

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

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

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

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

**Duties:** Perform responsible law enforcement and investigation work to maintain law and order throughout the County; to investigate complaints and provide assistance as required; complete necessary reports, paperwork and other work as required. Patrol an assigned area in a radio-equipped car; maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. May testify in court on criminal or civil cases. Direct traffic as required. Other duties as assigned.

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

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

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

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

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