



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 ~ October 16 – October 20, 2017

TRIAL COURT

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

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

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

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

Duties: Under the supervision of the Trial Court Chief Judge, supervision is exercised over all court employees for the Trial Court, delegating responsibilities to other court administrators, managers and staff to carry out functions and services of the Trial Court. Works closely with the chief judge and presiding judges to ensure communication among the judges, management, staff personnel issues, financial matters, etc., accurately reflect the policies, procedures and practices established by the court. Oversees the organizational structure of the court. Reviews and analyzes court operations, interrelationships of work units and the flow of work. Makes organizational changes as appropriate. Develops goals and objectives, internal policies and procedures, rules and regulations as they relate to Trial Court matters; implements new statutes, court rules and procedures enacted or promulgated by the Legislature, Michigan Supreme Court or the State Court Administrative Office. Develops goals and objectives for the court that guide its current and future operations. Analyzes trends and identifies and plans for the fiscal, personnel, facilities, court security, and technological needs of the court. Responsible for the court's compliance with any and all grant requirements and federal and state reporting. Maintains, forecasts and reports statistical data regarding court operations; chief negotiator for collective bargaining agreements where the court is the employer; conducts employee performance evaluations; recruits, interviews, hires, and disciplines. In conjunction with the Chief Judge, is responsible for preparing the court's budget; issues news releases and other publications for the court to the media, public and responds to media questions. Performs other duties as directed by the Trial Court Chief Judge and/or Judicial Council. This description is intended to describe the type and level of working being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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TRIAL COURT

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

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

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

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

Duties: Serves as liaison for and among MHC stakeholders and team members; interacts with MHC participants following referral and throughout the program; administers drug and alcohol tests; supervises/monitors participants in the program; assures all paperwork and documents relating to the program are accurately assimilated into court or program files; assures bills and invoices are paid accurately and timely. Facilitates the execution of court orders; collects and submits all data as required through a database portal; maintains close professional working relationships with judges, probation officers, court staff, law enforcement agencies, social service agencies, etc. Arranges for and attends review hearings and meetings associated with the MHC; assists in the writing of grant applications, policies and procedures; prepares and distributes program reports as required; performs other duties as directed by the MHC Judges and the Civil/Criminal Division Administrator. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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TRIAL COURT

Attorney Referee (\$62,874 - \$84,258)

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 five years of paid, fulltime trial court experience in the practice of law or three years of prior experience as an Attorney Referee. **A legal writing sample must accompany application for this position.** Must complete training courses offered by the Michigan Judicial Institute and as required by judge(s) and/or court administrator.

Desired: Knowledge of criminal, civil, juvenile and family law, statutes, court rules, case law, local ordinances, State of Michigan Motor Vehicle Code, courtroom operations and proceedings, including ability to conduct specific hearings. Familiarity with agencies within Berrien County that serve court clients. Ability to maintain records and reports; conduct legal research; prepare succinct opinions for the judges; provide in-service training for non-attorney referees and other staff. Knowledge of personal computers and ability to use word processing and spreadsheet software. The ideal candidate will be fair, impartial and sensitive to the needs of the diverse population the court serves; works well under pressure with demonstrated time-management and problem-solving skills; be detailed oriented; foster cooperation; possess excelling interpersonal skills.

Special Employment Conditions: Must submit to fingerprints and may be subjected to criminal record check, drug testing, ethics screening, and screening for any conduct prejudicial to the administration of justice. Possess a valid vehicle operator's license; pass a pre-employment physical. Must have appropriate speech, dress and a high level of personal and professional conduct for work in a court setting. In-service training must be completed for continued employment. Required to maintain regular, reliable and predictable attendance. Subject to random drug and alcohol testing per court policy.

Duties: Conducts hearings relating to civil infractions and misdemeanors, preliminary adjudication, dispositional and progress hearings, termination of parental rights, Juvenile Court hearings, temporary orders in divorce cases; swears in and examines witnesses, hears arguments, decides motions and objections, reconciles conflicting testimony, makes findings of fact, draws conclusions of the law, renders decisions and drafts orders. Makes recommendations on appropriate dispositions to the judge(s). Stays current on legislation and laws. Conducts complex legal research for judges and keeps abreast of case law and legal issues affecting the court; prepares legal memorandum. Maintains close relationships with all of the court divisions, judges, probation officers, police agencies, social service agencies, schools, and others in the community. Provides after-hours, weekend and holiday coverage to assist police agencies, Friend of the Court, Juvenile Center, Prosecuting Attorney's Office, and the Department of Health and Human Services. Operates video and audio equipment for the recording of all court hearings; maintains a complete and accurate monthly record of all hearings, hearing hours and other required documentation. Processes and reviews all petitions presented to the Juvenile Center for legal sufficiency and conducts appropriate hearings; consults as to the status of youth petitioned to the Juvenile/Probate court; conducts hearings relating to temporary orders in divorce cases, contested evidentiary hearings and other matters affecting property or children in Domestic Relations cases. Serves as legal counsel to the Friend of the Court director and staff. Receives and reviews reports and petitions from the Department of Health and Human Services, Michigan State Police, County Sheriff's Department, and municipal police departments received from the Prosecuting Attorney's Office. Exercises discretion in matters involving the apprehension and detention of minors pending formal court action. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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TRIAL COURT

Law Clerk (\$47,239 - \$63,304)

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

Special Requirements: Must successfully pass the Michigan Bar Exam and be admitted to practice law in the State of Michigan within the first year of employment to continue employment as a Law Clerk. Must successfully complete training and obtain state certification as a certified electronic operator (CEO) to operate courtroom recording equipment and record official court record. Possession of a valid vehicle operator's license. Must pass an employment entrance medical examination, both physical and mental; pass pre-employment drug and alcohol tests and criminal and civil record checks; employee will be fingerprinted. Prolonged sitting and standing are required based on specific job duties and assignments. Exposure to people charged or convicted of criminal offenses. Ability to lift up to 25 pounds and some reaching and bending for file manipulation.

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

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

TRIAL COURT FINANCIAL OFFICE

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

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

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

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



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JUVENILE CENTER – 24-hour facility

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

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

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

BUILDINGS & GROUNDS

Custodian (\$10.86/hr.)

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

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

Duties: Perform a variety of custodial related tasks for all Berrien County facilities. Duties include floor care, sweeping, mopping, waxing and buffing. Other duties as assigned. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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FINANCIAL SERVICES

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

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

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

Duties: Under the direction of the Financial Services Director, the Purchasing Agent has the responsibility of purchasing for all county departments, including all services and commodity purchases for the various departments. Responsible for application, compliance and enforcement of purchasing policies. Works with departments to coordinate all aspects of the purchasing process, from requisition to purchase order in a timely manner. Prepares all standard and blanket orders for all county departments. Monitors requisition progress. Coordinates the formal and informal bid process. Provides as single point of contact on vendor issues. Coordinates the day-to-day operations of the Purchasing Division of the Financial Services Department. Manages the use of purchasing cards. Coordinates travel for all county departments. Manages fleet fuel arrangements. Coordinates the purchase of county vehicles. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

PRINTING & BINDING

Imaging Technician (\$12.20/hr.)

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

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

Desired: Ability to operate a Heidelberg QM Offset Press.

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

Duties: Under supervision of the Printing and Binding manager, have general knowledge and experience running an offset printing press, specifically a 2/c Heidelberg Quickmaster 46-2 2/color press (if possible); able to print NCR, envelopes, etc., on press. Base knowledge of bindery equipment (trim, drill, pad as necessary). Performs all pre and post press/print room operation related functions. Ensures efficiency, accuracy and timely delivery of all formal department print orders. May perform all requirements of a copy center operation when large, multiple orders require this type of process, including finishing work. Have basic technical knowledge of proper handling of paper. Uses email as a communication and prioritization tool. Performs related and additional work as required. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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

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

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

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

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

Duties: Plans, develops and implements nutritional education and care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the department. Works with high-risk clients to develop individualized care plans and acts as a liaison with medical providers to approve requests for specialized infant nutritional needs. Develops other nutrition protocols and nutrition education lessons to be used with high-risk clients. Plans and conducts classes on nutrition and diets to groups with special nutritional needs, such as heart and diabetic patients, and other participants in Health Department programs. Serves as an advisor on nutrition to special health projects such as Family Planning and Maternal and Child Health programs. Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. May conduct surveys, home visits, etc., to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for departmental programs. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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

PROSECUTOR'S OFFICE

Victim-Witness Advocate (\$34,826 - \$45,387)

Required: Bachelor's degree in criminal justice, social work, sociology or a related field with a minimum of one year of experience in a criminal justice agency or victim assistant program; **OR** associate's degree in criminal justice and a minimum of three years in a criminal justice agency or victim assistance program; **OR** high school diploma or equivalent and a minimum of five years of paid, fulltime experience in a criminal justice agency or victim assistance program.

Note: Position is normally based in St. Joseph but occasional travel to Niles courthouse may be required. Routine handling of the Prosecutor's canine advocates is also a part of this position.

Duties: Under supervision of the Victim Witness Program Coordinator, provides services to the victims of crime and prosecution witnesses in accordance with the requirements of the state's Victim Rights Act. Maintains contact with victims and witnesses providing support and crisis intervention as needed, including information regarding their rights, appearances, schedules, progress of prosecution, and the court processes such as continuances, dismissals, sentencing and restitution. Solicits victims for written or oral crime impact statement to assist the court in sentencing. Serves as an advocate on behalf of victim as needed. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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PROSECUTOR'S OFFICE

Assistant Prosecuting Attorney II (\$57,157 - \$76,596)

Required: Graduation from law school and a minimum of two years of previous civil, criminal, appellate, or probate legal counseling experience.

Special Requirements: A member of the State Bar of Michigan.

Duties: Under general supervision of the county prosecuting attorney, prosecutes complaints for and on behalf of the county and other official agencies. Receives and reviews police reports and arrest warrants from local agencies; approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Prosecutes difficult criminal complaints on behalf of the State of Michigan, its divisions and police agencies. Conducts legal research in order to prepare legal briefs and present prosecution cases at trial; represents the People of the State of Michigan in jury and nonjury felony and misdemeanor cases in the circuit and district courts, as well as argues cases in front of the Court of Appeals and Supreme Court; interprets and applies criminal statutes for police agencies; provides advice on proper legal procedures. Assists less experienced assistant prosecuting attorneys; processes extradition cases; represents the State of Michigan at all Berrien County Probate Court matters, including abuse and neglect cases and legal guardianships. Provides after hours, weekend and holiday assistance to police agencies regarding review and authorization of felony arrests, legal questions, search warrants, and exigent matters; reviews and handles all juvenile matters, paternity proceedings, child support matters, and civil proceedings. Exercises a considerable degree of independent judgment. Completes special projects and assignments as requested. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

Audio/Video Specialist (\$38,310 - \$49,927)

Required: Bachelor's degree in criminal justice, communications or related field and one year in a criminal justice related agency or program, preferably working with audio/video materials; **OR** associate's degree in criminal justice, communications or related field and three years in a criminal justice agency or program.

Note: This position is normally based in St. Joseph but occasional travel to the Niles courthouse or another court/criminal agency may be required.

Duties: Provides technical audio/visual services to prosecutorial staff. Reviews audio/video recordings for evidentiary value to a criminal case. Reviews audio/video recordings for use in criminal cases for redactions, courtroom presentation, disclosure, FOIA requests, copying, and storage. Serves as point of contact to police agencies providing audio/video materials. Troubleshoots and diagnoses problems relating to assistant prosecutorial staff use of audio/video recordings. Attends trainings on use of audio/video materials, such as squad car video, body-worn camera recordings, retail store recordings, private security recordings, and cell phone recordings. Assesses audio/video editing and presentation software. Makes recommendations to the Prosecuting Attorney as necessary. Completes special projects or assignments as directed. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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HUMAN RESOURCES

Payroll Coordinator (\$42,944 - \$57,549)

Required: Bachelor's degree in accounting, math, human resources, or a closely related field, and two years of responsible payroll or accounting/bookkeeping experience; **OR** associate's degree in accounting, math, human resources, or a closely related field, and four years of payroll or accounting/bookkeeping experience, which includes two years of progressively more responsible experience working with computerized payroll systems; **OR** high school diploma or equivalent and six years of payroll accounting/bookkeeping experience, which includes four years of progressively more responsible experience working with computerized payroll systems.

Special Requirements: Regular, reliable and predictable attendance; must maintain a high level of professionalism and confidentiality while performing as the Payroll Coordinator.

Duties: Under the general supervision of the Director of Human Resources, processes the county's biweekly payroll. Maintains and updates pension information for active employees. Pays federal and state withholding taxes when due. Files federal and state quarterly and yearly tax reports. Prepares and processes all documentation required to effectuate changes to the payroll, such as salary increases, address or withholding changes, and vacation and sick leave accruals. Performs accounting functions relating to processing biweekly computerized payroll; prepares and balances checks for payroll distributions, such as credit union, pension, union dues, FICA, levies, deferred compensation, federal and state taxes, United Way, etc. Prepares and balances year-end W2s; works closely with county departments to ensure proper payment of wages; prepares state FICA reconciliations for all probate, circuit and district judges on an annual basis. Acts as backup for retiree file changes and monthly processing; calculates and processes pension refunds and rollovers; updates pension system; balances pension refunds. Special projects and assignments as directed. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

INFORMATION SYSTEMS

Health Department Application Support Specialist (\$38,310 - \$49,927)

Required: Bachelor's degree in computer-related field and a minimum of two years of fulltime experience in technology environment with multiplatform data integration responsibilities, including a minimum of one year of fulltime experience in a healthcare environment; **OR** associate's degree in computer information systems or related field and a minimum of four years of fulltime experience in technology environment with multiplatform data integration responsibilities, including a minimum of two years of fulltime experience in a healthcare environment. Valid driver's license and a reliable vehicle. Regular, reliable and predictable attendance. Advanced knowledge of various file formats and multiplatform data integration. Knowledge of PCs (hardware and software). Knowledge of Microsoft applications.

Desired: Data entry, keyboarding, typing, and telephone skills; considerable knowledge of public health department services; considerable knowledge of county government functions; working knowledge of financial reporting and accounting; ability to effectively present information to department directors/managers, department heads, elected officials, and/or Board of Commissioners. Strong interpersonal and communication skills, verbal and written, at all levels within the organization. Diplomatic and effective in dealing with customers.

Duties: Manages and maintains Berrien County Health Department (BCHD) software applications to assure accurate and timely reporting regarding program service delivery, client information, financial information, and other events or functions as they pertain to BCHD services and administration. Thorough interaction with BCHD program managers and directors, uses applications to design/enhance and implement data management processes, activities and forms regarding client, financial, event or other service or administrative functions. Provides application support and advice to customers of the BCHD software applications. Provides technical assistance to BCHD and Information Systems staff. Coordinates scheduling for BCHD applications, including changes, upgrades and enhancements to meet deadlines. Trains customers in new and upgraded production applications. Assists BCHD staff in creating regular program reports, including FPAR. Assigns and maintains security for BCHD applications. Completes special projects and assignments as requested by the Information Systems Director and Application Support Manager. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer ~ October 16 – October 20, 2017

COUNTY CLERK

Deputy Clerk I (\$23,787 - \$31,002)

Required: High school diploma, which includes or is supplemented by courses in bookkeeping, and two years of clerical experience; minimum typing speed of 40 WPM net. A GED may be substituted for the required high school graduation. Vocational training in secretarial skills may be substituted for up to one year of the required clerical experience on a year-for-year basis.

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: Considerable knowledge of modern office and bookkeeping methods, practices and procedures. Reasonable knowledge of the legal requirements involved in handling official documents and in the conduct of elections, county organization, operations, and personnel. Skill in the operation of office equipment; ability to work effectively with officials, other employees and the general public.

Duties: Assists the county clerk in the performance of clerical bookkeeping and secretarial activities involving the Clerk's Office and the Circuit Court. Records index and files vital statistics and records; prepares election tally sheets and assists in compiling election returns; prepares and distributes official meeting notices, resolutions or other communications; prepares, administers, records, and files oaths of office. Issues certified copies of vital statistics, marriage licenses, and concealed weapons permits. Files notary bonds and issues commissions. Compiles and prepares the biannual county directory. Assists in posting to and maintaining a general ledger; posts cash receipts and balances cash; processes applications for marriage licenses, passports and other records. Prepares official minutes of the Board of Commissioners and other boards; prepares correspondence, records and reports as required. Receives and responds to various requests for information; operates typewriter, adding machine and other office equipment.

BERRIEN COUNTY ROAD DEPARTMENT

Medium Equipment Operator (\$42,619)

Required: High school diploma or GED. Maintain a valid class A Michigan Commercial Driver's License (CDL) with a (N) Tank Endorsement and appropriate medical card throughout employment. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions; capable of working alone or with minimum supervision; perform repetitive bending, twisting, turning, stooping, standing or sitting with high and varying frequency and duration; remove and distribute materials from truck by hand using a large shovel up to eight hour shifts; climb in and out of trucks and equipment numerous times daily; climb ladders and stairs, sit and stand for extended periods of time; carry up to 80 pounds; change scraper blades and tires. Must be available to occasionally work shifts exceeding 8 hours.

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

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



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BERRIEN COUNTY ROAD DEPARTMENT

Medium Equipment Operator (\$17.50/hr.)

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

Required: High school diploma or GED. Maintain a valid class A Michigan Commercial Driver's License (CDL) with a (N) Tank Endorsement and appropriate medical card throughout employment. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions; capable of working alone or with minimum supervision; perform repetitive bending, twisting, turning, stooping, standing or sitting with high and varying frequency and duration; remove and distribute materials from truck by hand using a large shovel, up to eight hour shifts; climb in and out of trucks and equipment numerous times daily; climb ladders and stairs, sit and stand for extended periods of time; carry up to 80 pounds; change scraper blades and tires. Must be available to occasionally work shifts exceeding 8 hours.

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

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

Garage Foreman (\$56,514)

Required: High school diploma or GED. Maintain a current driver's license with no restrictions; valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Five to 10 years of experience in construction or road department operations.

Note: Overtime pay at time and one-half regular straight time hourly rate of pay for work performed in excess of eight hours per day or forty hours per week. Two hour minimum call in pay.

Duties: Supervise maintenance work performed by the garage on local and primary roads; develops plans and schedules for completion of normal road maintenance activities. Manage the service request system for the area; purchase parts and maintenance items to maintain proper inventory and monitors the orders. Prepares required time sheets, material and part-use sheets, purchase orders, inventory records, equipment records, and other required Road Department records. Works with township supervisors to identify current and future road projects. Performs various personnel functions, such as training, counseling staff, recommending disciplinary measures, performance evaluations, interviewing and selection. Identifies maintenance needs, including potholes and pavement repair, low shoulder repair, high shoulder removal, visibility improvements, drainage improvements, sign and pavement marking maintenance, pavement sweeping, snow and ice control, gravel road improvements, bridge, culvert and guardrail repairs, encroachment removals, and other maintenance needs. Performs other duties as assigned by the Superintendent. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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BERRIEN COUNTY ROAD DEPARTMENT

Construction Crew Foreman (\$56,514)

Required: High school diploma or GED. Maintain a current driver's license with no restrictions for nighttime driving; valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Five to 10 years of experience in construction or road department operations. Ability to read engineering drawings.

Note: Overtime pay at time and one-half regular straight time hourly rate of pay for work performed in excess of eight hours per day or forty hours per week. Two hour minimum call in pay.

Duties: Supervise the construction crew in performance of job duties. Identify maintenance needs, such as pothole and pavement repair, low shoulder repair, high shoulder removal, visibility improvements, drainage improvements, sign and pavement marking maintenance, pavement sweeping, snow and ice control, gravel road improvements, bridge, culvert and guardrail repair, encroachment removals, construction projects, and other maintenance needs. Will be assigned to each maintenance district as necessary when the District Maintenance Foreman is on vacation, sick or leave of absence. Schedule construction crew staff to efficiently and effectively accomplish the required maintenance work. Prepare time sheets, material use forms, overtime forms, and other required Road Department records; responsible for having in-depth knowledge of current working agreements and Berrien County rules and regulations and supervising staff in accordance with current labor agreements, safety regulations and procedures, and Road Department work rules. Answers emergency calls during winter operations in all of the districts. Other duties as assigned by the superintendent. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

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



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

Deputy – Enforcement Division (\$44,229)

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

Special Employment Conditions: please visit www.misctc.org/standards.html 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.



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SHERIFF'S DEPARTMENT

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

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

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

Special Employment Conditions: please visit www.misctc.org/standards.html 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. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

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.