ANIMAL CONTROL

Outreach Coordinator ($33,520 - $44,919)

**Education and Experience:** High school diploma or GED and two years of experience working within a shelter environment. Customer service and or management experience preferred.

**Additional Requirements:** Possession of a valid vehicle operator’s license and a vehicle.

**Typing Requirement:** Must have a typing speed of **40 words per minute net**. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Necessary Skills:** Personal initiative and the ability to effectively plan and organize work. Knowledge and skill in the care, handling and habits of companion animals. Knowledge of geography, street and principal locations within Berrien County. Able to use social media outlets effectively. Ability to handle critical and sensitive situations tactfully in a calm and professional manner.

**Duties:** Maintains social media sites related to Berrien County Animal Control, such as Pet Finder, County Facebook and Instagram. Organizes adoption events, shot clinics, fundraisers, community outreach and educational opportunities. Works with the Kennel Supervisor to create and maintain animal bios. Supervises animal behavior assessments and implements animal behavior enrichment programs. Schedules meet-and-greets with potential adopters and counsels as to animal fit, adjustment time, etc. Conducts follow up after adoption. Recruits volunteers, organizes volunteer orientations and directs volunteer activities. Arranges rescue transports. Assists with animal transfers and the completion of necessary documentation. Receives cross training in order to provide necessary assistance and staff coverage when needed. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Kennel Worker – Temporary/Part-Time ($12.00/hr.)

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

**Required Skills and Knowledge:** A fondness for animals. Must have the ability to lift 50+ pounds; and frequently bend, stand, stoop, and walk. Must be able to handle a variety of animals without issues such as allergies or fear. Knowledge of the proper methods of handling and restraining animals safely with individual animal temperament in mind. Ability to gain animal confidence when restraining them for transport, grooming and/or treatment. Ability to use cleaning materials and equipment with skill and efficiency; perform moderately heavy physical labor; and work independently as well as to accept direction on given assignments.

**Duties:** Cleans, disinfects and maintains kennels, cages, runs and stalls as often as necessary to ensure cleanliness. Performs general cleaning in other areas of the shelter, including laundering bedding, sterilizing food and water bowls. Monitors animal appearance for physical condition and report any signs of illness, disease or discontent. Ensures cages and animals are properly identified. Discharges and admits animals as requested. Patrols the grounds daily to ensure cleanliness. This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: Employment Application;
Equal Opportunity Employer June 12-16, 2023

BUILDING & GROUNDS

Building and Groundskeeper – ($32,730 - $36,816)

Education and Experience: High school diploma or equivalent and one year experience in grounds/landscaping maintenance.

Special Requirements: Possession of a valid vehicle operator’s license. Regular, reliable and predictable is required. Ability to distinguish colors. Must be able to lift up to 70 pounds; frequently stands, sits, squats, or kneels for extended periods of time.

Duties: Under the supervision of the Building and Grounds Maintenance Supervisor, performs a variety of grounds/landscaping duties at any County facility in order to enhance the appearance and safety. Maintains County grounds by cutting grass, weed whipping/removal, edging, blowing, trimming shrubs and trees, fertilizing, raking leaves and picking up debris. Maintains parking lots and sidewalks; sweeps, shovels snow and salts walkways. Operates a variety of equipment and tools such as lawn mowers, tractors, trucks, plows and related equipment in performance of job duties. Responsible for the operating condition of said equipment. Assists with performing building maintenance duties and tasks as assigned; may deliver mail or packages, move furniture, records, equipment and supplies, open and close buildings as directed. Completes special projects and assignments as required by the Building and Grounds supervisory staff. This description is intended to describe the type and level of work 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.

Building & Groundskeeper – Temporary/Part-Time ($14.44/hr.)

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

Education and Experience: High school diploma or equivalent and one year of groundskeeping experience in a commercial setting.

Special Requirements: Must have a current Michigan driver’s license. Employees in this position will be expected to frequently lift 70 pounds, stand, sit, squat or kneel for extended periods. Must have the ability to distinguish colors.

Duties: Performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings. Maintains lawns, parking lots and sidewalks. Operates and maintains a variety of equipment and tools. Assists with performing building maintenance duties and tasks. May deliver mail and packages. Provides primary back up for the Mailroom Clerk position and will undergo training as such. Opens and closes county buildings as directed. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
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Building Maintenance Worker ($36,001 - $46,923)

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

**Special Requirements:** Possession of a valid Michigan Vehicle Operator’s license.

**Duties:** Inspects, maintains and repairs heating, ventilation and air conditioning systems. Installs, repairs and replaces plumbing fixtures; electrical wiring and fixtures; computer wiring; security systems; video and audio systems; communication systems and power equipment. Performs a variety of carpentry tasks such as installing ceilings, floors, partitions, shelves and counters. Inspects, cleans and repairs boilers. Repairs and installs locks. Repairs, assembles and moves office furniture, records, equipment and supplies. Performs the duties of Building and Groundskeeper as needed—cuts grass, trims bushes and shrubs, rakes leaves, sweeps curbs and sidewalks, and shovels and removes snow. Operates pick-up truck, tractor, front-end loader, snowplow and lawn mower in performance of job duties. Maintains and repairs lawn equipment. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Custodian ($27,049 - $35,255)

**Education and Experience:** High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance.

**Special Requirements:** Must be self-starter, capable of performing tasks with limited supervision, possess a valid Michigan driver’s license and have the ability to lift 50 pounds repeatedly.

**Duties:** Performs all related custodial duties for County offices including: dusting, sweeping, vacuuming, mopping and polishing furniture, floors, elevators, walls and woodwork. Operates and maintains custodial equipment. Disposes of refuse and responsible for building recycling. Prepares and mixes cleaning solutions. Cleans and maintains lavatories and drinking fountains and replenishes all dispensers. Responsible for stocking and inventory of all custodial supplies. Performs minor maintenance tasks, including snow removal, lamp replacement, and minor plumbing. Responsible for the securing and monitoring facility. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
BERRIEN COUNTY PUBLIC POSTING

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Berrien County Administration Center, 701 Main Street, St. Joseph, MI  49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: Employment Application;
Equal Opportunity Employer
June 12-16, 2023

Custodian – Temporary/Part-Time ($12.40/hr.)

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

Education and Experience: High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance.

Special Requirements: Must be self-starter, capable of performing tasks with limited supervision, possess a valid Michigan driver’s license and have the ability to lift 50 pounds repeatedly.

Responsible for stocking and inventory of all custodial supplies. Performs minor maintenance tasks, including snow removal, lamp replacement, and minor plumbing. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Deputy Circuit Court Clerk I ($29,755 - $38,779)

**Education and Experience:** High school diploma or equivalent; additional coursework in legal office administration, business or related areas is preferred. A minimum of one year of office experience, preferably in a legal or governmental organization.

**Typing Requirement:** Must have a minimum typing speed of 40 words per minute net. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Responds to confidential requests for information from citizens, attorneys, and others. Provides information, collects fees and prepares certified documents. Enters, updates, and retrieves information utilizing a computerized recordkeeping system. Prepares and processes various records and documents according to their purpose while maintaining privacy rights. Indexes and maintains departmental files. Assists the County Clerk in performance of clerical, bookkeeping and secretarial activities involving the Circuit Court. Responds to walk-in and telephone inquiries. May schedule hearings and case conferences; receive case files; notify all parties to be present at hearings and instructs them of court date and procedures. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Deputy Court Clerk II ($32,730 - $42,653)

**Education and Experience:** High school diploma or equivalent and three years of court/legal experience. Certification as a Certified Electronic Operator (CEO) is required within six months of employment. Experience with court file maintenance is preferred.

**Typing Requirement:** Must have a typing speed of 40 words per minute net. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Attends court sessions. Administers oaths, maintains daily journal of court activity, completes trial sheets, selects juries and completes trial books. Operates court recording equipment in order to record court activity, labels and logs exhibits, plays electronic depositions for the court and jury. Performs computer entry of all criminal and civil actions. Receives and answers inquiries from the public and governmental agencies. Orders office supplies as needed. Maintains files of related records and correspondence. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer — June 12-16, 2023

HEALTH DEPARTMENT

Business Analyst ($53,984 - $72,343)

Note: Must submit a Berrien County application form with resume and cover letter to apply for this position.

Education and Experience: Bachelor’s degree in accounting, finance, business administration or related field and a minimum of 3 years of experience in a health care or governmental setting demonstrating familiarity with accounting practices and an understanding of financial management systems. MBA, CPA or related advanced degree is preferred.

Special Requirements: Possession of a valid driver’s license.

Required Knowledge and Skills: Thorough working knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB. Experience with fund accounting, budget management and contract and grant administration. Experience working with clinic revenue cycle. Demonstrated advanced spreadsheet skills and the ability to work with Microsoft Office and Outlook software. Strong verbal and written communication skills. Excellent time management, organization and analytical skills with strong attention to detail.

Duties: Plans, designs and conducts operational analysis and assist with a variety of activities designed to maximize financial effectiveness in support the Health Department mission and finance team. Provides routine review and analysis of clinic accounts receivable. Participates in policy and procedure development. Maintains and updates fee schedules, 340B pricing schedules and registrations. Maintains encounter forms, ROS, Billing Resource Manuals, immunizers and roster billing requirements. Maintains all aspects of credentialing, including new employees and providers. Monitors third party public and commercial insurers’ contracts, payer website and access/registration, CMS registrations for Medicare and Medicaid. Reconciles and distributes monthly patient statements. Performs bad debt write off/review for approval. Posts and reconciles payments and resolves billing problems. Manages and maintains records of all billing related documentation and ensure audit documentation compliance. Ensures HIPAA compliance through routine audits and implementation of confidentiality standards. This description is intended to describe the type and level of work 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.
Applications for the following vacancies will be received at the Personnel Department
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Download an application from the Berrien County website: Employment Application
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Emerging Threats Supervisor ($53,984 - $72,343)

Note: Must submit a Berrien County application form with resume and cover letter to apply for this position.

Education and Experience: Bachelor’s Degree in the field of public health or a relevant field and a minimum of two years of experience in the field of public health services, which includes one year of overseeing program implementation OR Associate Degree in the field of public health or a relevant field and a minimum of four years of experience in the field of public health services, which includes one year of overseeing program implementation. Experience working within a local public health department is preferred.

Special Requirements: A valid driver’s license is required as this job may require travel to various locations. Must have the ability to work a flexible schedule that may include some evenings or weekends.

Required Skills and Knowledge: Strong interpersonal skills: The candidate is expected to engage key stakeholders; relate well to people from varied backgrounds; be sensitive to individual differences; and encourage and facilitate teamwork. Strong communication skills: The candidate is expected to express information about BCHD programs and projects to individuals, groups, or the general public effectively, taking into account the audience and nature of the information; make clear and convincing presentations; listen to others; and attend to nonverbal cues. Strong organizational skills: The candidate is expected to organize work; set priorities; determine resource requirements; determine goals and strategies; coordinate with other project team members; and monitor the progress of the project. Strong work ethic: The ideal candidate can adapt behavior or work methods in response to new information, changing conditions or unexpected obstacle; effectively deal with ambiguity; display a high level of initiative, effort and commitment towards completing assignments in a timely manner; and work with minimal supervision. Strong problem-solving skills: The ideal candidate can anticipate potential challenges or obstacles; plan a course of action to overcome a challenge; make an informed decision in a short-time frame; and gain buy-in and consensus from colleagues.

Desired: Expertise in community organization. Experience working with public health programs and partners, particularly in Berrien County. Familiarity and experience with working with diverse populations in Berrien County.

Duties: Responsible for the programmatic operation of the Emerging Threats response for the Berrien County Health Department. Provides leadership and supervision. Establishes program priorities, procedures and practices. Works with State of Michigan partners in determining work plans, outcomes and expectations for Emerging Threats funding. Represents Berrien County Health Department regarding Emerging Threats to the public, other agencies, and the news media. Addresses community or professional groups on topics relating to community health services. Conducts staff meetings to maintain open communication and transfer of information. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Family Health Program Manager ($65,318 - $87,532)

Note: Must submit a Berrien County application form with resume and cover letter to apply for this position.

Education and Experience: Bachelor’s Degree in human service or public health field including health education, social work, counseling and a minimum 5 years of related experience; OR Master’s Degree in public health, health education or related field and a minimum 3 years of related experience.

Special Requirements: Possession of a valid vehicle operator’s license and a vehicle. Must consent to a full background check. Ability to work a flexible schedule that may include some evenings and weekends. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Required Knowledge and Skills: Strong organizational and communication skills. Reasonable knowledge of the scope of state and local public health programs. Ability to establish effective interpersonal relationships with individuals from diverse socioeconomic and cultural backgrounds. Ability to establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies and the general public. Strong home visiting skills/experience and previous supervision of home visiting programs. Expertise in community organizing and collaborative work. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

Desired: Experience with staff supervision and program coordination. Fluency in languages other than English, particularly Spanish.

Duties: Responsible for the programmatic operation of the Family Health Programs (FHP) and services of the Berrien County Health Department. Directs program planning and implementation of FHP including Nurse Family Partnership, Triple P, Taking Pride in Prevention, Michigan Adolescent Pregnant & Parenting Program and others as designated. Establishes the direction for departmental strategy to address public health issues related to home visiting initiatives, family health, wellness and resiliency, fatherhood engagement, infant mortality reduction and other similar issues. Leads team through implementation of this strategy. Supervises FHP staff members in their work with families and in carrying out program and service needs. Provides support and leadership to department-wide efforts to align with national accreditation standards. Cultivates, leads and participates in community outreach and collaborative work to raise awareness and ensure programs are a part of the larger family and parenting services infrastructures county-wide. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support programs’ sustainability. Actively engages in budget preparation and monitoring and the grant-seeking process. Serves as a liaison with County, regional and state partners; drives collaboration with community partners and other departmental programs and staff. This description is intended to describe the type and level of work 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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Medical Assistant ($36,001 - $46,923)

**Note:** Must submit a Berrien County application form with resume and cover letter to apply for this position.

**Education and Experience:** Associate Degree in a healthcare-related field and one year of experience in a healthcare setting; **OR** high school diploma and three years of experience in a health care setting. Experience working with diverse clients utilizing community services is preferred.

**Special Requirements:** Certification from an accredited medical office assisting or similar program. Possession of a valid vehicle operator’s license and a vehicle is required. Ability to sit, walk, reach with hands and arms and occasionally lift 25-50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

**Required Skills and Knowledge:** Clear understanding of the medical billing process. Knowledge in the fields of medicine, anatomy and physiology, infectious disease, STD, HIV and family planning. Proficiency in Microsoft Office and Electronic Health Record documentation. Excellent verbal and written communication skills, including the usage of correct grammar, spelling and legible handwriting. Able to read, understand, and follow written and oral instructions. Well organized, with the ability to multitask, move quickly between tasks and prioritize workload while remaining flexible. Skills in answering the telephone in a pleasant and helpful manner and using a multi-line phone system. Able to understand the implications of new information for both current and future problem solving and decision-making.

**Duties:** Performs administrative support and clinical duties. Assists in preparing rooms for patient exams, recording patient medical history and providing excellent customer service. Schedules appointments in a variety of clinical areas using electronic medical records. Conducts client intake and check out. Verifies insurance coverage and eligibility, reviews outstanding client balances, and requests payment for services rendered. Interviews patients, measures vital signs and assists Nurse Practitioner with clinical visits /evaluations. Performs point of care testing, blood draws and injections. Refers patients to other appropriate community services and resources within and outside the Health Department. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Nurse Family Partnership Program Nurse ($47,919 - $62,455)

**Note:** Must submit a Berrien County application form with resume and cover letter to apply for this position.

**Education and Experience:** Bachelor’s degree in nursing; registration as a nurse (RN) in the State of Michigan; no experience required. Applicants who do not possess a Bachelor’s degree in nursing but have a registration as a nurse (RN) in the State of Michigan AND an accumulated total of two years of nursing experience may be considered for this position, although hire is dependent upon an approved variance granted from the NFP National Service Office. Preference will be given to applicants with a Bachelor’s degree in nursing. Full-time experience with childbearing women and children in community health nursing is preferred.

**Special Requirements:** Possession of a valid vehicle operator’s license and a vehicle. Will be expected to attend multiple training programs required by the Nurse Family Partnership Program. Strict adherence to the NFP program protocols and reporting requirements is expected. Must have the ability to work a flexible schedule that may include some evenings and weekends. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

**Required Skills and Knowledge:** Thorough knowledge of nursing theory and skills. Reasonable knowledge of the scope of state and local public health programs. Able to establish interpersonal relationships with women and families from diverse socioeconomic and cultural backgrounds.

**Duties:** Assesses physical, emotional, social and environmental needs of women and their families as they relate to health and life course development. Provides counseling and instruction to assist women and their families in attaining targeted goals in areas including prenatal and postpartum care, nutrition, parenting, well childcare, family planning and special health problems. Develops a working relationship with women and their families that promote problem-solving competence. Promotes involvement of other family members in pregnancy, birth and early childcare. Links women and families with community resources that are relevant to their specific needs. Consults and collaborates with other professionals involved in providing services to women and families in their caseload. Records nursing activities according to program protocols. Assumes responsibility for ongoing learning in relation to program implementation. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
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Program Support Specialist ($32,730 - $42,653)

Note: Must submit a Berrien County application form with resume and cover letter to apply for this position.

Education and Experience: Associate degree in office administration, management, or related field and one year of administrative office work experience; OR high school diploma or equivalent and a minimum of two years progressively more responsible administrative/clerical work experience preferably in department assigned.

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

Required Knowledge and Skills: Good computer skills and experience with MS Office suite. Excellent attention to detail and organizational skills. Ability to prioritize work tasks and efficiently allocate and manage time. Ability to communicate and work effectively with coworkers and the general public. Excellent listening and writing skills.

Desired: Familiarity with community services in Berrien County. Experience working with diverse clients utilizing community services.

Duties: Performs administrative duties and supports requests from clients/customers, visitors, and staff, providing appropriate assistance and information. Assists the program supervisor and staff in assessing and meeting the needs of clients and organizations served by the program, planning appropriate services, and developing new projects, policies or procedures. Maintains files and records on behalf of program area. Assists in the evaluation of office procedures and recommends changes to increase efficiency and effectiveness of program operations. Oversees the maintenance of appointment log/calendar using electronic scheduling software and web-based systems. Acts in the capacity of other department office personnel as needed. Enters and compiles data for program area databases, including data entry required for successful billing claims for billable services. Creates a variety of written materials such as letters, program information fact sheets/pamphlets or event fliers. Works with program staff to inventory program supplies and research needs for future purchase requisitions/orders. This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Public Health Nutritionist II ($52,711 - $68,699)

**Note:** Must submit a Berrien County application form with resume and cover letter to apply for this position.

**Education and Experience:** Bachelor’s degree in nutrition or dietetics and certification as a registered dietitian; minimum of nine months of experience working in the field of nutrition or dietetics.

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

**Required Skills and Knowledge:** Thorough knowledge of the principles of human nutrition. Considerable knowledge of dietary control of diseases, health education and public health administration. Ability to plan, organize and develop a public nutrition consultation and education program. 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 description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
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.
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Equal Opportunity Employer June 12-16, 2023

**WIC Supervisor ($59,382 - $79,577)**

**Note:** Must submit a Berrien County application form with resume and cover letter to apply for this position.

**Education and Experience:** Bachelor’s Degree in nutrition/dietetics or nursing and a minimum of 1 – 3 years of related experience in the WIC Program.

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

**Required Skills and Knowledge:** Computer experience and expertise in word processing, presentation, database and publishing programs. Strong interpersonal skills: The candidate is expected to engage key stakeholders; relate well to people from varied backgrounds; be sensitive to individual differences; and encourage and facilitate teamwork. Strong communication skills: The candidate is expected to express information about BCHD programs and projects to individuals, groups, or the general public effectively, taking into account the audience and nature of the information; make clear and convincing presentations; listen to others; and attend to nonverbal cues. Strong organizational skills: The candidate is expected to organize work; set priorities; determine resource requirements; determine goals and strategies; coordinate with other project team members; and monitor the progress of the project. Strong work ethic: The ideal candidate can adapt behavior or work methods in response to new information, changing conditions or unexpected obstacle; effectively deal with ambiguity; display a high level of initiative, effort and commitment towards completing assignments in a timely manner; and work with minimal supervision.

**Desired:** Possession of either a Registered Nurse or Registered Dietician credential in the State of Michigan. Expertise in community organization. Experience working with programs serving children and families.

**Duties:** Responsible for the implementation and coordination of WIC and breastfeeding peer counseling support services within the Berrien County Health Department. Supervises program operations and staff performance to maintain a quality WIC program to a multicultural and diverse population. Schedules staff in WIC clinics at all BCHD offices to assure appropriate coverage for client services. Works closely with community partners that serve eligible populations to assure that all eligible women, infants and children have access to WIC services. Works closely with the Michigan Department of Health and Human Services to plan to coordinate and monitor the implementation of the WIC program, serving as the MI-WIC coordinator. Supports and conducts community outreach work to raise awareness about the program. Serves as the lab coordinator for the WIC program. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Assistant Supervisor ($49,076 - $65,767)

Education and Experience: Bachelor’s degree in behavioral sciences or related field, or 60 semester hours of college credit with a minimum of two years of paid, full-time experience working with juvenile delinquents or adult offenders in the justice field, or with clients in the social service/mental health fields. Coursework in Criminal Justice, Corrections or Administration is preferred. Supervisory experience in the field of juvenile or residential treatment facilities is preferred.

Special Requirements: May be required to work weekends and holidays or be on call. May be required to fill in for other supervisory vacancies as needed. May be required to provide after hours, weekend and holiday assistance to police agencies, the Juvenile Center, Court, and the Prosecuting Attorney’s Office.

Required Skills and Knowledge: Knowledge of computer application in the justice system.

Duties: Supervises the work of Juvenile Center Group Leaders, Youth Specialists, substitutes or unpaid personnel on assigned shifts. Participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Distributes or ensures that staff distributes medications to residents as prescribed. Implements medical treatment plans and processes resident medical complaints. Maintains security and programming by monitoring the facility’s security camera system and communication system. Arranges and supervises transportation for residents. Provides feedback or corrective discipline to childcare staff. Ensures the implementation and documentation of emergency procedures by staff. Ensures that behavior management guidelines are strictly followed. Monitors and/or coordinates all resident population movement within the facility. Serves as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director or Director. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Clinical & Treatment Services Manager ($71,852 - $96,290)

Education and Experience: Master’s degree from an accredited institution in an appropriate mental/behavioral health discipline and at least two years paid professional experience that includes providing direct mental health services and supervising programs and staff. Must be registered with the State of Michigan as one of the following: Licensed Social Worker, Licensed Psychologist, Licensed Professional Counselor, or Licensed Marriage and Family Therapist.

Special Requirements: Ability to maintain confidentiality, effective working relationships, and interact effectively with the public. May be required to work holidays and weekends, or be on call as scheduled. Is expected to be available and reachable on and off duty. Must pass a pre-employment physical, drug test, and a criminal/civil record check. Employee will be fingerprinted.

Preferred: Knowledge and application of the following: family systems theory; behavioral therapies; cognitive-behavioral therapy theory; family therapies theory; child development and its application in treatment; social skills assessment and intervention; mental health issues and interventions in juvenile detention, juvenile correctional facilities or treatment programs. Demonstrated ability to supervise, train, and lead a team of mental health professionals.
Duties: Responsible for developing, implementing, coordinating, supervising and evaluating all aspects of the clinical and treatment services provided to Juvenile Center residents and their families. Directly supervises childcare personnel, counselors, clinical staff, case managers, community supervision personnel and supervisory level employees. Provides emergency crisis intervention with emotionally disturbed residents and ongoing counseling and therapy according to individual treatment plans. Provides intensive family therapy, conducts mental health evaluations for residents or other Court Wards. Provides in-service training and consultation for staff as needed. Ensures and documents continuous compliance with applicable American Correctional Association Accreditation Standards and Michigan Administrative Rules. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Cook ($30,357)

Education and Experience: Completion of the eighth school grade is required. High School diploma or equivalent is preferred. Previous experience in commercial or institutional food preparation is preferred.

Special Requirements: Must pass a pre-employment physical, including drug testing and background check, before employment. Employees will be fingerprinted. Subject to random drug and alcohol testing per the Court’s policy.

Required Skills and Knowledge: Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public.

Duties: Performs duties required to prepare and serve daily meals, using a variety of kitchen equipment and appliances. Assists the Food Services Coordinator in planning menus. Estimates food requirements to reduce waste and ensures left over food and ingredients are appropriately stored for preservation. Ensures kitchen cleanliness and maintains kitchen equipment and utensils; trains residents or trustees to perform these responsibilities. Inspects dining room and food storage areas in order to maintain sanitary standards. Stocks food inventory and supplies. Maintains inventory records and prepares food orders as needed. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Cook – Temporary/Part-Time ($13.24/hr.)

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

Education and Experience: Completion of the eighth grade is required. A High School diploma or equivalent is preferred. Previous experience in commercial or institutional food preparation is preferred.

Duties: The temporary cook works as an on-call, temporary employee to fill scheduled or emergency vacancies within the facility Food Service Department. Responsible for preparing and serving palatable meals according to recipes and the established menus. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
**Supervisor ($53,984 - $72,343)**

**Education and Experience:** Bachelor's Degree in a Human Service field and a minimum of three years of professional experience in a juvenile facility, child caring institution, child placing agency, criminal justice agency, social service agency, school or mental health facility; **OR** Master's Degree in a Human Service field and one year of professional experience in a juvenile facility, child caring institution, child placing agency, criminal justice agency, social service agency, school or mental health facility.

**Special Requirements:** Candidate must successfully pass a pre-employment physical, including drug and alcohol screening, as a condition of employment. Subject to criminal, civil and financial background checks and fingerprinting. May be required to work after hours, weekends and holidays or be on call as scheduled. May be required to fill in for other supervisory vacancies as needed.

**Required Skills and Knowledge:** Ability to maintain confidentiality, effective working relationships with other employees and interact effectively with the general public.

**Duties:** Serves as member of the Supervisory Team to ensure program effectiveness, staff performance, and the implementation of adequate problem solving strategies. May be delegated the primary responsibility for managing one or more of the Center programs or services dependent upon the shift assigned. Plans, schedules and supervises the work of Juvenile Center personnel. Participates in the selection, training, evaluation and discipline of personnel, volunteers and interns. Assists with coordinating and monitoring effective prevention and/or rehabilitation programs. Contributes to the development and enforcement of policies and procedures. Participates in the management of the Center budget and inventory maintenance. Makes intake decisions regarding referrals to Secure Detention, Alternative Detention Program or the Residential Treatment Program. Ensures that new residents receive orientation and that intake information is completed at admission. Verifies that group/ individual counseling is provided to residents as assigned. Manages and evaluates the daily program activities for residents. Arranges supervised transportation for residents that is consistent with security limitations. Confirms that all unusual incidents are documented and reported promptly. Completes monthly "Case File Audits" to verify that files are accurately maintained. Manages services in the absence of the Center Director and Clinical and Treatment Services Manager and serves as "Building Supervisor" in the absence of other Supervisors. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

**Youth Specialist I ($41,130 - $52,492)**

**Education and Experience:** Thirty semester or forty-five quarter hours of college education which includes three semesters or four quarter hours of psychology and previous experience in social services or juvenile direct care. A combination of qualifying experience and training may be considered in lieu of the educational requirement. The Court reserves the right to make the final judgment about what constitutes an appropriate combination of education, experience and training by an applicant. Preference will be given to those with previous experience working with delinquent or emotionally troubled youth and/or families, which may have been in an intern or volunteer capacity.

**Special Requirements:** Must submit to fingerprinting. May be subjected to criminal record, character, reputation, and moral character screening and clearance before employment. Must possess a valid vehicle operator’s license.
Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: Employment Application;
Equal Opportunity Employer June 12-16, 2023

Must have open availability to work any shift and work flexible hours including evenings, nights, weekends, and holidays as required.

**Duties:** Under the supervision of the Berrien County Juvenile Center Director, provides for the safety, security and well-being for residents, visitors and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the framework of the residential and educational programs. Works closely and communicates effectively to ensure program effectiveness, staff accountability, professional personnel performance, problem solving matters and other issues affecting the Juvenile Center. Intervenes in crises when necessary, in accordance with policy and procedure guidelines for physical and mechanical restraints, room confinements, or other appropriate action. Operates and monitor electronic security and communication equipment including control panel, intercom, computers, visual monitors, electronic doors, room sound detectors and alarms. Monitors weather alert system. Schedule can vary depending on the needs of the program. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

**Youth Specialist II ($44,706 - $57,057)**

**Education and Experience:** A Bachelor’s degree from an accredited college or university in counseling, social work, criminal justice, psychology or related social services field. Previous minimum of three months experience in social services or juvenile direct care. Preference will be given to those with previous experience working with delinquent or emotionally troubled youth and/or families, which may have been in an intern or volunteer capacity. A combination of qualifying experience and training may be considered in lieu of the educational requirement. The Court reserves the right to make the final judgment about what constitutes an appropriate combination of education, experience and training by an applicant.

**Note:** Applicants that do not meet the minimum requirements for Youth Specialist II but have at least thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology, may qualify for Youth Specialist I.

**Special Requirements:** Must submit to fingerprinting. May be subjected to criminal record, character, reputation, and moral character screening and clearance before employment. Must possess a valid vehicle operator’s license. Must have open availability to work any shift and work flexible hours including evenings, nights, weekends, and holidays as required.

**Duties:** Provides for the safety, security and well-being for residents, visitors and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the framework of the residential and educational programs. Works closely and communicates effectively to ensure program effectiveness, staff accountability, professional personnel performance, problem solving matters and other issues affecting the Juvenile Center. Intervenes in crises when necessary, in accordance with policy and procedure guidelines for physical and mechanical restraints, room confinements, or other appropriate action. Operates and monitor electronic security and communication equipment including control panel, intercom, computers, visual monitors, electronic doors, room sound detectors and alarms. Monitors weather alert system. Schedule can vary depending on the needs of the program. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Youth Specialist – Temporary/Part-Time ($16.49/hr.)

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

**Education and Experience:** Thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology. A combination of qualifying experience and training may be considered in lieu of the educational requirement. The Court reserves the right to make the final judgment about what constitutes an appropriate combination of education, experience and training by an applicant.

**Duties:** The Temporary Youth Specialist works as an on-call employee to fill temporary vacancies in the full-time Youth Specialist schedule. Participates in supervising and reporting on programs. This position transports youth of all security classifications throughout the state, and outside of the state, picking up youth and delivering them to various locations such as courts, placements, medical centers and specialized appointments. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Applications for the following vacancies will be received at the Personnel Department
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Download an application from the Berrien County website: Employment Application;
Equal Opportunity Employer       June 12-16, 2023

PARKS & RECREATION

Lifeguard – Seasonal/ Part-Time ($13.00/hr.)

Note: This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits. Positions are available Memorial Day through August. Partial reimbursement for certification in Lifeguard Training will be distributed at the end of the season if the employee works a minimum of 20 hours a week from June to August and can provide receipt of payment for certification.

Required: Must be at least 16 years of age with valid identification. Must have current certifications of training for Red Cross Lifeguard Training or equivalent and CPR for Adult, Infant and Child. Must pass both written and physical tests demonstrating individual physical fitness and knowledge of water rescue techniques. An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job.

Desired: Prior lifeguarding experience.

Duties: Lifeguards are employed for the protection of swimmers and the control of beach activities at Silver Beach County Park. In charge of beach and water related activities and discourages unsafe practices therein. Enforces park rules and regulations that discourage unsafe beach and water activities. Provides necessary rescue and emergency care for accident victims, performing appropriate first aid. Participates in regular training and employee improvement. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Park Maintenance – Seasonal/Part-Time ($10.30/hr.)

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

Required: Must be at least 16 years of age with valid identification. An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job.

Desired: General knowledge of the tools, materials and equipment used in the repair and maintenance of buildings, grounds and facilities.

Duties: Responsible for performing building and grounds maintenance work, machinery and equipment repair. May act as lead worker on assigned tasks. Operates machinery, such as a pickup truck, backpack blower, chain saw, push mower and various woodworking tools. Inspects grounds and buildings for damages and needed repairs. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Park Ranger – Seasonal/Part-Time ($10.30/hr.)

**Note:** This is a part-time, temporary position working a maximum of 1,000 hours per calendar year. There are no benefits. Positions are available at Madeline Bertrand County Park in Niles, MI; and May through October at Silver Beach County Park in St. Joseph, MI.

**Required:** Must be at least 16 years of age with valid identification. An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job.

**Desired:** General knowledge of basic first aid and CPR, familiarity with buildings and grounds of assigned park.

**Duties:** Contributes to the routine operation, maintenance, supervision and security of a County Park facility. Assists park visitors and enforce park rules. Collects park fees. Participates in duties to ensure the cleanliness of facilities, such as emptying trash receptacles, cleaning restrooms and picking up litter. This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Assistant Prosecuting Attorney I ($59,382 - $79,577)

**Education and Experience:** Graduation from an accredited law school is required. This is an entry-level position. No prior experience is required.

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

**Duties:** Receives and reviews police reports and arrest warrants from local law enforcement agencies. Approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Prosecutes routine 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’s case at trial. Prepares legal briefs for submission to Circuit and District Courts, Court of Appeals and Supreme Court. Represents the People of the State of Michigan in jury and non-jury felony and misdemeanor cases. Interprets and applies criminal statutes for police agencies. Prepares and files petitions in civil proceedings. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Assistant Prosecuting Attorney II ($65,318 - $87,532)

**Education and Experience:** Graduation from an accredited law school and a minimum of two years of paid, full time civil, criminal, appellate or probate legal counseling experience.

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

**Duties:** Receives and reviews police reports and arrest warrants from local law enforcement agencies. Approves and authorizes arrest warrants or returns warrants to agencies for further investigation. 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’s case at trial. Prepares legal briefs for submission to Circuit and District Courts, Court of Appeals and Supreme Court. Represents the people of the State of Michigan in jury and non-jury felony and misdemeanor cases. Interprets and applies criminal statutes for police agencies. Assists less experienced Assistant Prosecuting Attorneys by recommending strategies and techniques. Prepares and files petitions in civil proceedings. Provides after hours, weekend and holiday assistance to police agencies regarding the review and authorization of felony arrests, legal questions, search warrants and exigent matters. Prepares and files petitions in civil proceedings. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Assistant Prosecuting Attorney III ($79,036 - $105,916)

**Education and Experience:** Graduation from an accredited law school and a minimum of five years of paid, full time civil, criminal, appellate or probate legal counseling experience.

**Special Requirements:** Must be a member of the State Bar of Michigan.

**Duties:** Receives and reviews police reports and arrest warrants from the local law enforcement agencies. Approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Prosecutes routine to highly complex and highly visible cases on behalf of the State of Michigan, its divisions and police agencies. Conducts complex legal research in order to prepare legal briefs and present prosecution's case at trial. Prepares legal briefs for submission to Circuit and District Courts, Court of Appeals and Supreme Court. Represents the people of the State of Michigan in jury and non-jury felony cases. Interprets and applies criminal statutes for police agencies. Trains, assists and supervises less experienced Assistant Prosecuting Attorneys by recommending strategies and techniques. Provides input to the County Prosecutor regarding policymaking issues and decisions. Prepares Probate Court petitions. Prepares and reviews search warrants and petitions for abuse and neglect cases. Represents the Department of Social Services in Probate Court matters. Processes extradition cases. Reviews and handles all juvenile matters including delinquencies, truancies and status offenses. Prepares and files petitions and represents the People of the State of Michigan in a variety of civil proceedings. Provides after hours, weekend and holiday assistance to police agencies regarding the review and authorization of felony arrests, legal questions, search warrants and exigent matters. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
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Download an application from the Berrien County website: Employment Application; Equal Opportunity Employer June 12-16, 2023

PUBLIC DEFENDER’S OFFICE

Assistant Public Defender I ($59,382 - $79,577)

**Education and Experience:** Graduation from an accredited law school. Must be a member of the Michigan State Bar in good standing. At least one year of criminal defense experience or comparable civil legal services is desired.

**Special Requirements:** Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver’s license and have access to a vehicle.

**Required Knowledge & Skills:** Ability to operate technology and typical office equipment. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Must exercise common sense and good judgment. Able to maintain confidentiality with highly sensitive information. Ability to learn quickly, multitask, and function efficiently under stressful and distracting conditions. Work independently as well as cooperatively in a legal services team atmosphere.

**Note:** APDs may participate only in Berrien County Public Defender Office assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis.

**Duties:** Provides court-appointed indigent defense services within Berrien County Courts. Carries a full caseload as determined by the Chief Public Defender. Attends legal and community meetings. Reviews charging instruments, police reports, and other discovery provided by the prosecution. Promptly meets with clients to learn the client’s goals for the representation and any special needs of the client. Determines what further fact investigation to undertake and directs that investigation. Determines what legal issues need development and research, and those issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation. Performs duty-attorney functions as assigned. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Assistant Public Defender II ($65,318 - $87,532)

**Education and Experience:** Graduation from an accredited law school. Must be a member of the Michigan State Bar in good standing. At least two years of criminal defense experience or comparable civil legal services is desired.

**Special Requirements:** Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver’s license and have access to a vehicle.

**Required Knowledge and Skills:** Ability to operate typical office equipment and technology. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Exercise common sense and good judgment. Maintain confidentiality with highly sensitive information. Learn quickly, multitask and function efficiently under stressful and distracting conditions. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.
Note: APDs may participate only in Berrien County Public Defender Office assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis.

Duties: Provides court-appointed indigent defense services within Berrien County Courts. Carries a full caseload as determined by the Chief Public Defender. Attends legal and community meetings. Reviews charging instruments, police reports, and other discovery provided by the prosecution. Promptly meets with clients and learns the client’s goals for the representation. Identifies any special needs of the client. Determines what further fact investigation to undertake and what legal issues need development. Directs investigations and researches necessary legal issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Assistant Public Defender III ($79,036 - $105,916)

Education and Experience: Graduation from an accredited law school. Must be a member of the Michigan State Bar in good standing. At least five years of criminal defense experience or comparable civil legal services is desired. Applicants that do not meet the minimum requirements for APD II, but have at least one year of criminal defense experience may qualify for APD II. Applicants with no prior experience may qualify for APD I.

Special Requirements: Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver’s license and have access to a vehicle.

Required Knowledge and Skills: Ability to operate typical office equipment and technology. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Exercise common sense and good judgment. Maintain confidentiality with highly sensitive information. Learn quickly, multitask and function efficiently under stressful and distracting conditions. Accept direction and follow office policies and procedures.

Note: APDs may participate only in Berrien County Public Defender Office assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis.

Duties: Provides court-appointed indigent defense services within Berrien County Courts. Carries a full caseload as determined by the Chief Public Defender. Attends legal and community meetings. Reviews charging instruments, police reports, and other discovery provided by the prosecution. Promptly meets with clients and learns the client’s goals for the representation. Identifies any special needs of the client. Determines what further fact investigation to undertake and what legal issues need development. Directs the investigation and researches necessary legal issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Public Safety Dispatcher ($43,079)

**Education And Experience:** High school diploma or equivalent certificate. Minimum of two years of previous related work experience in a capacity that requires interaction with the public, preferably in a customer service or communications/telephone capacity. Prior experience in dispatch, law enforcement, fire science, emergency medical response, or in a high-volume customer service center is strongly preferred.

**Special Requirements:** Valid driver’s license. No felony convictions. Candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association standards. Will be required to successfully complete initial intensive and periodic training and maintain certifications. Must have the ability to master the telephone system and departmental dispatch computer applications. Must be able to work different shifts, weekends, holidays and overtime as necessary. Will not be able to schedule routine break periods.

**Required Skills and Knowledge:** Ability to communicate well verbally and in written English. Communication skills that allow for gathering accurate critical information when assisting members of the public who are involved in high-stress and/or life-threatening situations. Must be able to act quickly and accurately. Perform more than one function at a time. Devote the attention and concentration necessary to work in a fast-paced environment. Able to sit and stand for long periods of time. General knowledge of the streets and principle locations in Berrien County. Data entry or related computer experience.

**Preferred:** Bilingual speaking skills.

**Typing Requirement:** Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. Please contact Personnel by phone or email to schedule a typing test. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Receive emergency/non-emergency calls over various telecommunication devices. Mobilize the appropriate public safety services. Execute proper emergency alerts and public warnings as required. Perform computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Practice proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. May appear in court as a witness to participate in proceedings regarding involvement in call-related cases. Perform general and clerical support duties. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Public Safety Dispatcher – Temporary/Part-Time ($19.27/hr.)

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

**Education And Experience:** High school diploma or equivalent certificate. Minimum of two years of previous related work experience in a capacity that requires interaction with the public, preferably in a customer service or communications/telephone capacity. Prior experience in dispatch, law enforcement, fire science, emergency medical response, or in a high-volume customer service center is strongly preferred.

**Special Requirements:** Valid driver’s license. No felony convictions. Candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association standards. Will be required to successfully complete initial intensive and periodic training and maintain certifications. Must have the ability to master the telephone system and departmental dispatch computer applications. Must be able to work different shifts, weekends, holidays and overtime as necessary. Will not be able to schedule routine break periods.

**Required Skills and Knowledge:** Ability to communicate well verbally and in written English. Communication skills that allow for gathering accurate critical information when assisting members of the public who are involved in high-stress and/or life-threatening situations. Must be able to act quickly and accurately. Perform more than one function at a time. Devote the attention and concentration necessary to work in a fast-paced environment. Able to sit and stand for long periods of time. General knowledge of the streets and principle locations in Berrien County. Data entry or related computer experience.

**Preferred:** Bilingual speaking skills.

**Typing Requirement:** Must be able to type 35 words per minute net as administered through County Personnel department testing measures. Please contact Personnel by phone or email to schedule a typing test. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Receive emergency/non-emergency calls over various telecommunication devices. Mobilize the appropriate public safety services. Execute proper emergency alerts and public warnings as required. Perform computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Practice proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. May appear in court as a witness to participate in proceedings regarding involvement in call-related cases. Perform general and clerical support duties. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: Employment Application:
Equal Opportunity Employer  June 12-16, 2023

REGISTER OF DEEDS

Deputy Register of Deeds II ($29,755 - $38,779)

**Education and Experience:** High school diploma or GED and reasonable experience in real estate, tract index or related clerical work. Accounting experience helpful.

**Typing Requirement:** A minimum typing speed at 40 WPM net is also required. 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.

**Duties:** Reviews documents to assure they meet statutory recording requirements, rejects as necessary. If recordable, receipts monies as provided, and provides all functions necessary to make document retrievable including indexing and scanning as directed. Must learn associated software and procedures for recording of documents and balancing receipted monies. Enters, updates, and retrieves information utilizing a computerized land records management system. Assists in verifying the accuracy of information entered (re-keyed). Make corrections on the computer as necessary. Conducts electronic and file searches for customers whether received via email, telephone, US Mail, fax or other media; prepares invoices for payment as necessary. Balances monies receipted by them for recorded documents at end-of-day. Completes special projects and assignments as requested. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.
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.
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Equal Opportunity Employer June 12-16, 2023

ROAD DEPARTMENT

Medium Equipment Operator ($22.50/hr.)

**Education and Experience:** High school diploma or GED and two years of experience in a construction trade or truck driving.

**Additional Requirements:** Must have current driver’s license with no restrictions for nighttime driving. Must possess and maintain a valid Class-A Michigan Commercial driver’s License (CDL) and appropriate medical card. If the applicant does not have a current CDL, assistance may be offered. 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. Must be physically able to perform job duties with varying frequency and duration, including but not limited to: repetitive bending, twisting, stooping, standing, climbing and lifting up to 80 pounds. Must occasionally be available to 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 attachments of various sizes and shapes. Safely and proficiently, operate various hand and motorized specialty tools. 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 description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Project Engineer ($59,410)

**Education and Experience:** Bachelor’s degree in civil engineering and related work or course work in the road transportation area.

**Special Requirements:** Holds a professional engineering license through the state of Michigan or a state recognized by Michigan throughout employment. Valid driver’s license. Demonstrates advanced CAD skills. The ability to become certified as a Stormwater Management Construction Site Operator is preferred.

**Duties:** Serves as designated project engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Responsible for road engineering projects performed under the township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual; including inspection, material sampling, and testing of aggregate, bituminous and concrete materials and density testing. Performs field survey, preliminary design, cost estimates, final design, construction drawings, specifications and right of way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines. Creates engineering designs using computer aided drafting equipment of topographic surveys, cross-sections, construction plans and as-built plans. Ensures timely, accurate and complete work projects. Prepares reports and technical memos. Mentors, trains, and assigns tasks to and directs staff engineers. Interacts with officials, contractors, the public and others. Conducts project meetings and presents specific aspects of engineering assignments. Conducts public presentations. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Senior Project Engineer ($79,075)

**Education and Experience:** Bachelor’s degree in civil engineering and ten (10) years of engineering experience.

**Special Requirements:** Must hold a Professional Engineering License through the state of Michigan or a state recognized by Michigan throughout employment. Possess and maintain a valid driver’s license. Demonstrates advanced CAD skills. The ability to become certified as a Stormwater Management Construction Site Operator is preferred.

**Duties:** Serves as designated project engineer on selected local, state, and federally funded projects. Responsible for road engineering projects performed under the township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual; including inspection, material sampling, and testing of aggregate, bituminous and concrete materials, and density testing. Performs field survey, preliminary design, cost estimates, final design, construction drawings, specifications and right of way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines for road, bridge, culvert and storm sewer projects. Creates engineering designs using Computer Aided Drafting (Auto CAD) equipment of topographic surveys, cross-sections, construction plans and as-built plans. Mentors, trains, and assigns tasks to and directs staff engineers. Interacts with officials, contractors, the public and others. Conducts project meetings and presents specific aspects of engineering assignments. Conducts public presentations. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Staff Engineer I ($59,410)

**Education and Experience:** Bachelor’s degree in civil engineering and additional related work or course work in the road transportation area is desired.

**Special Requirements:** Hold an EIT through the state of Michigan or a state recognized by Michigan throughout employment. Valid driver’s license. Demonstrates basic CAD skills. The ability to become certified as a Stormwater Management Construction Site Operator is preferred.

**Duties:** Serves as staff/assistant engineer on selected local, state, and federally funded projects. Assists with road engineering projects performed under the township project program. Responsible for the performance and documentation of construction including inspection, material sampling, density testing and testing of aggregate, bituminous and concrete materials. Performs field survey, preliminary design, cost estimates, final design, construction drawings, specifications and right of way acquisition. Creates engineering designs using computer aided drafting equipment of topographic surveys, cross-sections, construction plans and as-built plans. Attends project meetings and presents specific aspects of engineering assignments. Performs routine technical work using basic engineering skills. Prepares permit applications. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Summer Road Construction – Seasonal/Part-Time ($14.00 - $16.00/hr.)

Temporary Position: This is a seasonal, temporary position. This position is for working a maximum of 1,000 hours per calendar year. There are no benefits.

Education and Experience: High School Diploma or GED or any equivalent combination of training and or experience that provides the required knowledge and abilities. Must pass job related tests.

Special Requirements: Must have and maintain a valid Michigan Driver’s License and a maintain a satisfactory driving record. A pre-employment physical, drug test and background check are required before employment. Subject to random drug and alcohol testing during the course of employment. May be required to work occasional evenings, weekends or holidays. Subject to mandatory overtime at any time including for emergency conditions. Must be able to change work locations with little to no prior notice.

Physical Requirements: The work is performed outdoors in a construction environment in all types of weather. Will be exposed to a variety of potential hazards associated with working near traffic and heavy equipment. Employees must have the ability to perform a variety of routine manual labor tasks, including frequent bending, twisting and stooping, lifting, carrying, pushing/pulling, constant walking and standing. Must be able to lift objects weighing 50 pounds or more.

Required Knowledge and Skills: Knowledge of the use and maintenance of assigned equipment, materials and tools; potential hazards associated with the work; and general safety. Able to use hand and power tools safely and efficiently and drive a pickup truck or other light vehicles. Good communication skills with the ability to understand and follow verbal and written direction. Able to perform basic math calculations; learn a variety of skills; read, understand and follow regulations, policies, and procedures; adapt to change; and maintain effective relationships with coworkers and the public.

Duties: Performs all work zone traffic control duties including, but not limited to setting up barricades, traffic cones and signs. Flags traffic for stationary and moving work zones. Loads and unloads equipment, materials and supplies. Cleans and clears culverts, drainage ditches and other drainage structures. Maintains vegetation using hand and power tools. Installs traffic channelization devices. Performs asphalt pavement repair. May manually prepare sub grade for paving and assist in installing concrete drain tile and culvert pipe. Assists sealcoat operations team. Performs manual labor tasks, preventative maintenance and cleaning of equipment and tools. Completes service requests. Drives a pickup truck or light duty diesel truck. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Administrative Assistant – Marine Division ($32,730 - $36,816)

**Education and Experience:** High School diploma or equivalent and two years of progressively responsible clerical/secretarial work; OR Associate Degree in secretarial science or related field.

**Typing Requirement:** Must be able to type 55 words per minute net as administered through County Personnel department testing measures. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Special Requirements:** Demonstrated proficiency in the use of standard office equipment and software. Able to exercise independent judgment during the performance of job duties.

**Duties:** Assists the Marine Lieutenant by performing administrative and clerical duties. Processes and administers grant applications and agreements. Compiles information for use in reports, estimates and budgets. Coordinates and maintains division's payroll and personnel files. Prepares requisitions, blanket releases, purchase orders and submits invoices for payment. Schedules, registers and prepares boater safety, snowmobile and ORV certificates and maintains safety course files. Schedules livery inspections, safety classes, meetings and maintains appointment calendar for unit. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Animal Control Officer ($42,244 - $55,054)

**Education and Experience:** High school diploma or GED. One year of previous experience in the care or custody of animals.

**Special Requirements:** Must be at least 21 years of age. Must possess and maintain a valid vehicle operator’s license and concealed pistol license throughout the tenure of employment. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment and deputized by the County Sheriff. Must be certified in CPR and First Aid. Completion of Berrien County Reserve Academy within one year of date of hire if the class is offered.

**Special Employment Conditions:** An employee in this classification will be called upon to perform tasks that require the ability to lift, carry or drag at least 80 pounds. Duties will require the employee to bend, stoop, climb and crawl. Employees in this classification work in all weather conditions. May be called upon to defuse potentially emotional or volatile situations. Must be able to interact with people of diverse backgrounds. Employees in this classification may be subject to call in after normal hours, including weekends and holidays, and may be required to carry a pager.

**Desired:** Demonstrated skill in the use of firearms, including handguns and shotguns. Demonstrated skill in the use of pepper spray or related items. Knowledge of roads and principal locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

**Duties:** Enforces state and local laws/ordinances concerning animal control. Patrols the county and issues citations when necessary. Responds to animal-related concerns from citizens. Performs necessary recordkeeping work. This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI  49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: Employment Application
Equal Opportunity Employer  
June 12-16, 2023

Court Entrance Security Officer/Support Services Deputy – Temporary/Part-Time ($24.57/hr.)

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

Education and Experience: High school diploma or GED.

Special Requirements: Must be 18 years of age or older. Applicant may not have any felony convictions. Must possess a Michigan vehicle operator’s license. Must pass a criminal background check.

Required Knowledge and Skills: Demonstrated ability to exercise good judgement, dependability, and the appropriate level of maturity to manage inmates effectively.

Duties: Provides a safe environment for the Judges, Court personnel, attorneys and 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. Transport inmates as required and communicate via law enforcement radio channels. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Custodian – Temporary/Part-Time ($15.00/hr.)

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

Education and Experience: High school diploma or GED.

Duties: Performs a variety of tasks for Berrien County Sheriff’s Office to include cleaning and care of epoxy flooring using floor scrubbing machine and cleansers; cleaning of kitchen equipment and appliances; cleaning of laundry appliances and other cleaning duties as assigned by the Sheriff or designee. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Deputy – Enforcement Division ($51,123)

Education and Experience: High school diploma or GED.

Special Requirements: Valid Michigan driver’s license. Applicant must be at least 18 years of age and a citizen of the United States. No felony convictions. You will be fingerprinted to search state and federal files for any criminal record.

Required Skills and Knowledge: Ability to read and comprehend policies and procedures to ensure appropriate deputy response behavior. Experience with typing and basic computer keyboard functions. Must have reasonable knowledge of motor vehicle code and Michigan Criminal law and procedures. Able to act quickly and use good judgment during emergencies. Ability to meet department qualifications with issued firearms.

Duties: Maintains law and order while patrolling an assigned area in a radio-equipped car. Provides information and assistance to the public. Issues traffic citations for various traffic violations. Investigates reports of assault, larceny, disorderly conduct, prowlers and other suspected law violations. Books, searches and fingerprints arrested persons. Escorts prisoners to court or to state institutions. Prepares and maintains required records and reports. May testify in court on criminal or civil cases. Performs vehicle safety inspections and property checks. Directs traffic as required. This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Deputy – Enforcement Division – Temporary/Part-time ($24.57/hr.)

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

**Education and Experience:** High school diploma or GED.

**Special Requirements:** Valid Michigan driver’s license. Applicant must be at least 18 years of age and a citizen of the United States. No felony convictions. You will be fingerprinted to search state and federal files for any criminal record.

**Required Skills and Knowledge:** Ability to read and comprehend policies and procedures to ensure appropriate deputy response behavior. Experience with typing and basic computer keyboard functions. Must have reasonable knowledge of motor vehicle code and Michigan Criminal law and procedures. Able to act quickly and use good judgment during emergencies. Ability to meet department qualifications with issued firearms.

**Duties:** Maintains law and order while patrolling an assigned area in a radio-equipped car. Provides information and assistance to the public. Issues traffic citations for various traffic violations. Investigates reports of assault, larceny, disorderly conduct, prowlers and other suspected law violations. Books, searches and fingerprints arrested persons. Escorts prisoners to court or to state institutions. Prepares and maintains required records and reports. May testify in court on criminal or civil cases. Performs vehicle safety inspections and property checks. Directs traffic as required. This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Deputy – Jail Division ($51,123)

**Education and Experience:** High school diploma or GED.

**Special Requirements:** Applicant must be a citizen of the United States and at least 18 years of age. Must have a valid Michigan driver’s license. Must pass a pre-employment physical, including a drug screen, as a condition of employment. Subject to background check and fingerprinting. May not have any felony convictions. Candidates will be required to meet all of the minimum standards established by the Michigan Sheriff’s Coordinating and Training Council within the first 12 months of employment. Please visit www.misctc.org/standards.html for Minimum Hiring Standards.

**Required Skills and Knowledge:** Ability to exercise independent judgment within legal guidelines and to provide the secure, effective, efficient and safe operation of the jail and related functions. This includes determining reasonable suspicions to act or detain, and the 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 manage inmates and emotionally stressful situations effectively.

**Duties:** Performs the correctional functions at the county jail and various courts in the county. Transports inmates as needed. Provides 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. Conducts security rounds, safety checks, inspections and searches of the inmates and their areas. This includes touching and feeling to detect weapons, contraband, and other items. Conducts criminal and civil investigations. Loads, unloads, aims and effectively fires handguns, shotguns and other agency firearms. Communicates via law enforcement radio channels. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Detective Bureau Administrative Secretary ($29,755 - $38,779)

**Education and Experience:** High school diploma or equivalent is required and two years of progressively more responsible clerical and record keeping experience. Experience with a law enforcement agency is preferred.

**Special Requirements:** Must pass a security background check. Will be required to achieve and maintain LEIN certification.

**Typing Requirement:** Must have a typing speed of 50 words per minute net. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Performs clerical tasks including using a variety of standard office equipment and software. Maintains meeting and appointment calendar, schedules meetings and appointments. Creates and maintains accurate records such as police reports, criminal files and investigative reports while maintaining confidentiality of information. Uses the LEIN interface to perform queries. Serves as a lead worker to clerical staff and trains newly assigned staff in all aspects of the position. Communicates and interact with the detectives and other officers. Assists with the development of the Detective Bureau’s administrative practices and procedures. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Master Control Records Clerk ($29,030 - $37,833)

**Education and Experience:** High school diploma or equivalent and two years general clerical experience.

**Duties:** Receives, compiles and processes information. Updates records in the Offender Management System (OMS) with provided court information. Accurately prepares required records and reports as related to Master Control. Accepts bond monies and completes necessary paperwork. Assists the public with the Kiosk money system regarding inmate accounts. Prepare necessary paperwork and debit card transactions for the process of inmate releases. Assists the public in person by completing appropriate requested forms and also by telephone. Maintains confidentiality of information, reports and files of the department. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Records Clerk III – Temporary/Part-Time ($13.00/hr.) – Max. of 1,000 hours annually.

**Note:** Maximum of 1,000 hours per calendar year – no benefits.

**Required:** Must be 17 years old and pass a security background check.

**Duties:** Performs clerical tasks related to the creation and maintenance of an accurate records information retention system. Accurately prepares required records and reports. Provides public services in person or by telephone. Operates a variety of office equipment, microfilm reader/printer and stuffing machines in the performance of job duties. Processes digital evidence photos and catalog squad car video tapes. Receives and process department mail. Maintains confidentiality of information, reports and files in the department. This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.

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Download an application from the Berrien County website:
Employment Application

Equal Opportunity Employer

June 12-16, 2023

TREASURER’S OFFICE

Tax Reversion Specialist ($32,730 - $42,653)

**Education and Experience:** Associate degree in a business related field or graduation from an accredited secretarial school and a minimum two years of clerical experience; OR High school diploma or equivalent a minimum four years of clerical experience. Additional course work in typing, accounting or related field is desired. Prior experience in the County Treasurer's Office is preferred.

**Duties:** Performs complex administrative duties and responsibilities requiring extensive knowledge of county and departmental operations, county accounting, policies and procedures. Assists taxpayers in matters relating to the implementation of PA 123 of 1999 to include information on the process, administrative and Circuit Court hearing procedures and assistance in acquiring relief from social service agencies and/or poverty exemptions. Coordinates and monitors performance of numerous contractors and vendors performing functions such as title search, personal visit and process service in accordance with the tax law. Prepares publication of foreclosure and advertising for land sale. Responsible for numerous recordings with the Register of Deeds and court filings. Prepares certified mailings and documents process service. Processes delinquent tax payments and dog license fees over the counter. Assists with land sale. Acts in capacity of County Treasurer in tax reversion matters in his/her absence. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Senior Treasury Clerk ($29,755 - $38,779)

**Education and Experience:** Associate degree in a business-related field and a minimum of one year of clerical experience; OR High school diploma or GED and a minimum of three years of clerical experience. Prior experience in a County Treasurer’s Office is preferred. Additional coursework in accounting or related field is desired.

**Special Requirements:** Must submit to fingerprinting. May be subjected to a criminal record check, credit history check and clearance before employment. Must possess a valid vehicle operator’s license.

**Duties:** Performs complex administrative duties and responsibilities requiring extensive knowledge of state real and personal property tax law, county and departmental operations, policies, and procedures. Serves as a lead worker for the department’s tax collection section. Provides training and resolves problems. Acts in the capacity of the Assistant Deputy Treasurer in his/her absence. Performs property tax research and invoices for services rendered. Processes delinquent real and personal property tax payments. Verifies delinquent tax status for deeds on computer tax system and certifies deeds. Balances cash registers, receipts, refunds, redemptions and payment receipts. Processes dog licenses. Receives, opens and distributes mail in the absence of the Treasurer. Receives monies, receipts and documents sources. Prepares bank deposits and verifies the accuracy of deposits. Assists with the tax sale process. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
**TRIAL COURT**

**Deputy Register ($30,473 - $40,835)**

**Education and Experience:** Associate degree and/or paralegal certification; **OR** High school diploma or GED and a minimum of two years of legal or governmental office experience.

**Special Requirements:** May be required to obtain and maintain SCAO Certified Electronic Operator certification. Possession of a valid vehicle operator’s license. A pre-employment physical, drug test and background check are required before employment. Will be fingerprinted and subject to random drug and alcohol testing during the course of employment. Must be able to lift up to 25 pounds, reach and bend and sit/stand for prolonged amounts of time. May be assigned to work at any Berrien County Trial Court location.

**Required Skills and Knowledge:** Computer proficiency. Exceptional communication and interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment, work independently, and function within a team. Will be expected to maintain confidentiality. General knowledge of applicable Michigan codes, statutes and court rules is preferred.

**Typing Requirement:** Must be able to type **40 words per minute net** as administered through County Personnel department testing measures. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences. Prepares and processes various documents and records. Provides information to citizens, attorneys and agencies. Attends court hearings and responds to procedural and factual questions of the judge. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

**Deputy Register – Temporary/Part-Time ($15.63/hr.)**

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

**Education and Experience:** Associate degree and/or paralegal certification; **OR** High school diploma or GED and a minimum of two years of legal or governmental office experience.

**Special Requirements:** May be required to obtain and maintain SCAO Certified Electronic Operator certification. Possession of a valid vehicle operator’s license. A pre-employment physical, drug test and background check are required before employment. Will be fingerprinted and subject to random drug and alcohol testing during the course of employment. Must be able to lift up to 25 pounds; reach and bend; and sit/stand for prolonged amounts of time. May be assigned to work at any Berrien County Trial Court location.
Required Skills and Knowledge: Computer proficiency. Exceptional communication and interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment, work independently, and function within a team. Will be expected to maintain confidentiality. General knowledge of applicable Michigan codes, statutes and court rules is preferred.

Typing Requirement: Must be able to type 40 words per minute net as administered through County Personnel department testing measures. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

Duties: Performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences. Prepares and processes various documents and records. Provides information to citizens, attorneys and agencies. Attends court hearings and responds to procedural and factual questions of the judge. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

Probation Officer Supervisor ($59,382 - $79,577)

Education and Experience: Master’s Degree from an accredited college or university in Behavioral Sciences or a related human service field and a minimum of 1 year of paid full-time experience working within the Family Court system or related social agency; OR Bachelor’s degree from an accredited college or university in Behavioral Sciences or related human service field and a minimum of 3 years of paid full-time experience working within the Family Court system or related social agency.

Special Requirements: Must possess a valid vehicle operator’s license, personal auto insurance and access to a reliable vehicle. A pre-employment physical, drug test and background check are required before employment. Will be fingerprinted and subject to random drug and alcohol testing during the course of employment. Must be able to lift up to 25 pounds; reach and bend; and sit/stand for prolonged amounts of time. May be assigned to work flexible hours, at any Berrien County Trial Court location.

Required Skills and Knowledge: Computer literacy, organization skills, attention to detail. Excellent written and verbal communication skills with the ability to interact with diverse populations. Ability to maintain confidentiality and professional boundaries. Working knowledge of developmental and child psychology, family dynamics, behavioral disorders and appropriate interventions.

Duties: Provides supervision for Probation Officers, other professional staff and interns within the Court Services Division. Works closely with staff to assure program effectiveness and staff accountability. Participates in staff interviews, makes hiring recommendations and provides orientation and ongoing training. Receives and reviews hearing reports and assures their timely submission to the Court. Ensures that each juvenile’s service needs are analyzed and assessed prior to making recommendations for out-of-home placements and that appropriate community-based services are utilized whenever possible. Assists with coordinating and monitoring effective community-based and institutional-based prevention and/or rehabilitation programs. Assists with the operational activities of the Court Services Division. Provides crisis intervention for minors and their families and helps resolve issues that could result in further Court action. Contributes to the development of community-based prevention and treatment programs. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
Trial Court Clerk II ($30,473 - $40,835)

**Education and Experience:** High school diploma or GED and one year of general clerical experience.

**Typing Requirement:** Must have a minimum typing speed of **40 words per minute net**. Please contact Personnel by phone or email to schedule a typing test if you have not taken one before with our office. We are unable to process and forward your application until you have taken and successfully passed the typing test at the net speed required for the position.

**Special Requirements:** Possession of a valid vehicle operator’s license. Must pass a pre-employment physical, including drug testing and background check, before employment. Employees will be fingerprinted. May be required to obtain state certification as a Certified Electronic Recorder or Certified Electronic Operator. 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 employment.

**Required Skills and Knowledge:** Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various computer software programs. Ability to maintain confidentiality, effective working relationships with other employees and interact effectively with the public.

**Duties:** Performs counter, cashier, daily balancing and bookkeeping duties. Operates computers and office equipment while completing various clerical duties. Answers telephones and responds to inquiries regarding court fines, schedules and information regarding the Civil and Criminal Divisions. Acts as an assignment clerk, courtroom clerk and backup court recorder as directed. Performs computer data entry, receives and receipts payments of bonds, fines, costs, fees, and other moneys. Accepts pleas in traffic civil infractions cases. Assesses fines and costs as directed by the judges. Swears in persons on complaints and witnesses signatures. Recalls outstanding warrants. Cross-trained with other similar positions within the Trial Court. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
VETERANS SERVICES

County Veteran Service Officer ($39,604 - $51,614)

Education and Experience: Associate degree in a human services field and 1 year of advocacy related experience; OR High school diploma or equivalent and minimum of 3 years of experience in a closely related field.

Special Requirements: Certification in Training, Responsibility, Involvement and Preparation of Claims (TRIP) from the U.S. Department of Veterans Affairs (VA) within six months of employment. Must obtain a Veterans Service Organization (VSO) representative certification from an accredited organization within the first year of employment. Must possess a valid driver’s license.

Necessary Skills: Knowledge of VA claims processing; state federal and county laws relating to veterans and veterans programs; and local veterans groups, community agencies and resources. Able to use standard office equipment and software and claims software. Must be able to communicate effectively, compassionately and receptively with a wide variety of individuals and groups. Able to exercise sound judgment, research and make independent decisions.

Typing Requirement: Minimum typing speed of 50 words per minute net. Please contact the Personnel Department by phone or email to schedule a typing test if you have not taken one with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Duties: Provides information, assistance and guidance to individuals seeking veteran’s benefits through federal, state and local government. Interviews, advises and advocates for clients. Provides referral services. Determines accuracy of information and eligibility status. Reviews medical documents to determine claim or appeal actions. Works with appropriate agencies to secure documents on behalf of the veterans and/or their dependents. Prepares and submits claims, appeals and documentation. Manages the Disabled American Veteran (DAV) Transportation Program in Berrien County. Monitors changes in VA regulations and legislation to ensure the accurate delivery of benefits and services. Engages with veteran service organizations and veteran groups to promote benefits and programs. Provides support to the Michigan Veterans Trust Fund office. Performs complex administrative and clerical duties. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.
BERRIEN COUNTY PUBLIC POSTING

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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: Employment Application;
Equal Opportunity Employer June 12-16, 2023

INTERNAL POSTINGS

PUBLIC DEFENDER - Chief Investigator ($53,984 - $74,343)

**Education and Experience:** Bachelor’s or Associate Degree in Criminal Justice or related field. High school diploma or GED with more than 3 years of experience in government investigations will also be considered. At least 5 years of supervisory experience in any capacity.

**Desired:** Prior experience in law enforcement, military service or investigative work is preferred. Current or previous technical certifications such as a professional investigator’s license, MCOLES, police procedure, field sobriety training, crime scene technician, investigative/interview techniques, and accident reconstruction are highly desired.

**Special Requirements:** Must possess a valid driver’s license and have access to a reliable vehicle. A pre-employment physical and drug test are required prior to employment. Must have the ability to work flexible hours including evenings, nights and/or holidays and weekends as necessary.

**Required Knowledge and Skills:** The successful candidate will demonstrate zealous representation of clients and client advocacy. Must have the ability to operate technology and typical office equipment; utilize the services of interpreters when necessary; maintain confidentiality with highly sensitive information. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Must exercise common sense and good judgment. Able to maintain confidentiality with highly sensitive information. Ability to learn quickly, multitask, and function efficiently under stressful and distracting conditions. Work independently as well as cooperatively in a legal services team atmosphere.

**Duties:** Assists the Chief Public Defender in assigning investigators to cases based on the availability and individual specialization of the investigators. Supervises the daily tasks of members of the investigative staff and works with the Chief Public Defender to create effective case management strategies. Cultivates leads and furthers areas of inquiry from available information. May search official and unofficial records, obtains statements, takes photographs, creates drawings, recordings and models. Locates and interviews witnesses, victims and clients in a timely manner. Delivers subpoenas and coordinates court appearances. Conducts surveillance of both stationary and mobile subjects in a covert manner. Prepares professional photographs, diagrams, maps and trial exhibits to facilitate improved understanding of a case. Testifies in court concerning findings of investigations. Obtains, analyzes and disseminates pertinent records, reviews presentence reports, and prepares appropriate support documents. Maintains availability to other staff members for consultation and education; participates in training programs. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.