



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 ~ September 27, 2021 - October 1, 2021

ANIMAL CONTROL

Administrative Secretary (\$25,621 - \$28,821)

Required: Associates degree in secretarial science, business or a field related to the care of animals and 1 year of progressively more responsible office duties **OR**; a high school diploma or GED and 3 years of progressively more responsible office duties. A minimum typing speed of **40 words per minute** net.

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

Special Requirements: Must possess a valid vehicle operator's license and a vehicle is required. Must be able to work in an environment with pet related noises, animal feces and urine, and an environment where euthanasia of animals occurs. A vast knowledge of animals, both domestic as well as wildlife is essential to successfully perform the duties of this position.

Duties: Serves as the Center receptionist; greets customers, answers the telephone, and responds to electronic mail messages. Provides responses to inquiries regarding Animal Control's policies and procedures, handles confidential information and refers customers for an appropriate resolution. Sells dog licenses, collects fines and fees. Data entry, input and filing of dog licenses. In the absence of the Administrative Manager maintains the daily money and balancing of cash drawer as well as preparing deposits in order to provide an accurate accounting of revenues. Maintains accurate computer entries to record fees/fines or any other revenues. Assists the Administrative Manager to maintain radio contact with Animal Control vehicles, dispatching vehicles, and maintaining activity and complaint logs. Establishes and maintains files on all animal complaints, bite reports and all other animal related activities. Types and files officer's reports and other court required paperwork. Receives animals into the shelter and completes necessary paperwork for redemptions and adoptions of animals. As requested by the Administrative Manager, maintains the inventory of all non-medical supplies and purchases needed supplies and equipment in accordance with the County Purchasing Policy. In absence of the Shelter Administrative Manager completes necessary payroll reporting forms for all Animal Control employees, including sick and vacation reporting, reporting of temporary hire hours, and overtime hours for applicable employees. Completes other duties as assigned by the Animal Control Director or Animal Shelter Administrative Manager. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ANIMAL CONTROL

Animal Control Officer (\$14.50/hr.)

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

Required: High school diploma or GED. Must be at least 21 years of age. One year of previous experience in the care or custody of animals. Must possess a valid vehicle operator's license. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment; deputized by the County Sheriff; certified in CPR and First Aid; possess a valid CPL and maintain such status throughout tenure of employment. Completion of Berrien County Reserve Academy within one year of date of hire (provided class is offered).

Special Employment Conditions: An employee in this classification will be called upon to perform tasks which require lifting, carrying or dragging large animals including, but not limited to, goats, large dogs and other livestock, etc. An employee will be expected to have the ability to bend, stoop and crawl under porches, crawlspaces, climb ladders, stairs, and trees in order to retrieve animals. Employees in this classification work in all weather conditions. Must be able to lift at least 80 pounds. Employees in this classification are subject to call in after normal hours, including weekends and holidays, and may be required to carry a pager. Regular, reliable and predictable attendance is required.

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 principle locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Under the general supervision of Animal Control Director, enforces states and local laws/ordinances dealing with animal control; issues citations for violations of same. Responds to citizen complaints regarding animals; patrols the County to pick up stray animals and responds to other animal related concerns. Performs necessary recordkeeping work. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ANIMAL CONTROL

Kennel Worker (\$10.50/hr.)

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

Required: Fondness for animals; ability to lift 50+ pounds; frequently required to bend, stand, stoop, walk; must be able to handle dogs, cats, livestock, and pocket pets without issue, such as allergies or fear.

Desired: Knowledge and skills in controlling/handling individual animal temperament. Ability to gain animal confidence when restraining them for transport, grooming and/or treatment. Knowledge of proper methods of animal restraint. Ability to use cleaning materials and equipment with skill and efficiency; ability to perform moderately heavy physical labor; ability to work independently as well as to accept direction on given assignments.

Duties: Clean, disinfect and maintain kennels, cages, runs and stalls as often as necessary to ensure cleanliness. Perform general cleaning in other areas of the shelter to control the spread of disease; wash and sterilize water and food bowls. Observe/report animal appearance for general physical condition, illness, disease, and discontent. Knowledge of normal food and liquid requirements of animals. Discharge and admit animals as requested. Ensure cages and animals are properly identified. Launder and dry towels and blankets. Patrol grounds daily picking up trash and stool material. Work well with all employees and ensure that your actions support the Shelter. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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BOARD OF COMMISSIONERS

Corporate Counsel (\$94,894-\$127,167)

Required: Graduation from an accredited law school and ten years of professional legal experience in the practice of civil law, which includes experience in legal research and the preparation and trial of civil cases. Prior experience in the public sector is preferred.

Special Requirements: The Corporate Counsel shall be an attorney at law duly licensed to practice in the State of Michigan. Admission to practice before the Michigan Supreme Court. A valid vehicle operator's license is required. Regular, reliable and predictable attendance is required. Must be available by telephone for the County Administrator and/or Chair of the Board of Commissioners 24 hours a day 7 days a week. Must be able to perform duties in the absence of a law clerk or paralegal assistant. Legal experience in the specialized disciplines of bonds, bankruptcies, and labor is desired but not required.

Special Note: The Corporate Counsel shall not provide civil legal advice to private citizens in his or her capacity as Corporate Counsel.

Desired: Residency in Berrien County.

Duties: Under the direction of the Board of Commissioners, reporting through the Board Chair, with daily oversight of administrative issues provided by the County Administrator, performs professional legal work involved in advising and representing the County on civil matters. Performs related tasks as required. Whereas the County currently employs separate Bond, Bankruptcy, and Labor Counsel, nothing in this Job Description is intended to preclude Corporate Counsel's participation in the legal administration of those disciplines. Although County Policy ADM-1110 "Supplementary Employment" states, in part, that "supplementary employment shall not be unreasonably withheld," for purposes of this job description, if such permission is required it must be for employment not related to the legal profession. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

BUILDINGS & GROUNDS

Building Maintenance Worker (\$31,002 - \$34,872)

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

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

Duties: Inspects, maintains and repairs heating, ventilation and air conditioning systems. Installs, repairs and replaces plumbing fixtures, such as faucets, valves, pumps, drains, sinks, and urinals; replaces burst or leaky pipes; cuts and threads pipe. Installs, repairs and/or replaces electrical wiring and fixtures, such as electrical boxes, motors and lighting fixtures. Installs, repairs and replaces computer wiring, security systems, video and audio systems, communication systems, and power equipment. Performs a variety of carpentry tasks; inspects, cleans and repairs boilers; repairs and installs locks. Repair, assemble and move office furniture, records, equipment, and supplies. Performs duties of Building and Groundskeeper as needed--cuts grass, trims bushes and shrubs, rakes leaves, sweeps curbs and sidewalks, and shovels and removes snow. Operates pick-up truck and a variety of equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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BUILDINGS & GROUNDS

Custodian (\$24,224 - \$27,249)

Required: High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance. 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: dusts, sweeps, vacuums, mops and polishes furniture, floors, elevators, walls and woodwork. Washes windows, walls and woodwork. Operates and maintains custodial equipment. Dispose 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. Completes special projects and assignments as requested by Evening Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

COUNTY CLERK

Deputy Circuit Court Clerk I (\$25,621 - \$28,821)

Required: A 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; a minimum typing speed of **40 words per minute** net.

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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 by following standard procedures 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; provides information regarding departmental practices and procedures. 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. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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COUNTY CLERK

Deputy County Clerk I (\$25,621 - \$28,821)

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

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

Desired: Considerable knowledge of modern office and bookkeeping methods, practices and procedures. Reasonable knowledge of the legal requirements involved in handling official documents and of County organization, operations and personnel. Demonstrated proficiency in Word, PowerPoint, Access, Desktop Publishing and Excel computer programs. Good attention to detail. Skill in the operation of office equipment; ability to work effectively with officials, other employees and the general public.

Special Requirements: Must possess a valid driver's license. May be required to work in any Berrien County Court location.

Duties: Assists the County Clerk in the performance of clerical bookkeeping and secretarial activities involving the Clerk's Office and the Circuit Court. Records index and files vital statistics and records; prepares and distributes official meeting notices, resolutions, contracts or other communications; prepares, administers, records, and files oaths of office. Issues certified copies of vital statistics records, Process Online birth, death, and marriage requests. Processes marriage applications and issues marriage licenses. Processes application, sends letters and issues conceal pistol licenses. Processes notary applications and files notary bonds. Compiles and prepares the biannual County directory. Assists with posting to and maintaining accounting programs; posts cash receipts and balances cash; processes applications for Assumed Name Certificates, Co-Partnership Certificates, Veterans cards and other records. Files and indexes official minutes of the Board of Commissioners and other boards. Assists with election tasks. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

COUNTY CLERK

Deputy Court Clerk II / Equipment Operator (\$28,184 - \$31,703)

Required: High school diploma or equivalent and three years of court/legal experience is required, preferably court file maintenance experience. Typing speed of **40 words per minute net**. Certification as a Certified Electronic Operator (CEO) is required within six months of employment.

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

Duties: Attends all court sessions as required. Administers oaths, maintains daily journal of court activity, completes trial sheets, selects juries, and completes trial books. Operates court recording equipment in order to record court activity, labels and logs exhibits, plays electronic depositions for the court and jury. Performs computer entry of all criminal and civil actions; receives and answers written and telephone inquiries from the public and governmental agencies; orders office supplies as needed; maintains files of related records and correspondence; backs up County Clerk file clerks. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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COUNTY CLERK

Deputy Elections Clerk (\$12.19/hr.)

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

Required: Associate's degree and two years of related experience **OR** a high school diploma or GED and four years of related experience. Ability to lift 35 to 40 pounds, demonstrated proficiency with Microsoft Office Suite products; regular, reliable and predictable attendance, possession of a valid driver's license and typing speed of **40 words per minute net** is required. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Desired: Prior experience with conducting local elections. Excellent verbal and written communication skills and attention to detail.

Duties: Assists with Campaign Finance filings and retention system. Provides notification to candidates regarding late fees and collection of same. Assists with the maintenance of the statewide Qualified Voter File (QVF) for the County and preparation of same for all elections. Coordinates the distribution of voter registrations to local jurisdictions in compliance with Secretary of State's Rules and Procedures. Assists the Election Administrator with all aspects of school elections and other elections as needed. Prepares and publishes all notices of Close of Registration and Notices of Election for all school elections. Calculates and invoices local jurisdictions for canvasses, publications, programming fees, etc. and supervises the payment of same. Creates detailed voter reports as requested by candidates, local clerks and the public in all media (CD, paper, labels and electronic Excel reports). Assists the Election Administrator with the preparation of canvasses for all state, county, city, township, village and school elections; in the review of spreadsheets/documents for accuracy for notices of election to precinct delegates and for certificates of election to all elected candidates; with training for local clerks and election inspectors. Assists with the creation of training materials as needed. Performs unique computer programming/coding for city, township, village and school elections in Berrien County. Prepares memory cards for every precinct for each election. Completes special projects and assignments as required by the County Clerk, Chief Deputy or Elections Administrator. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

G.I.S. MAPPING

G.I.S. Coordinator (49,928 - \$56,161)

Required: Master's Degree in G.I.S., Geography, Planning, or related field and two (2) years of paid full-time experience in geographic information and mapping systems including extensive work with land descriptions and the Michigan property tax system; **OR** Bachelor's Degree in Geography, Planning, Surveying, or related field and four (4) years of paid full-time experience in geographic information and mapping systems including extensive work with land descriptions and the Michigan property tax system. Possession of a valid driver's license and regular, reliable, and predictable attendance is required.

Duties: As a lead worker, prioritizes and assigns work to G.I.S., mapping, and land description personnel based on knowledge of departmental deadlines, workload volume, staff and equipment capabilities. Assists in developing and evaluating department goals, objectives, policies and procedures related to land description and G.I.S. Develops and maintains geodatabases and interactive maps. Maps the annual property changes. Coordinates property split schedule. Assists in preparing new property descriptions in accordance with deeds, surveys, new plats and other related documents to maintain up to date tax rolls for Berrien County. Assists the public, attorneys, surveyors, realtors, appraisers and engineers in property related matters over the phone and in person; provides services to abstract offices. Assists with coding and checks property related documents before recording in the Register of Deeds. Checks property records and searches chain of title. Assists in assigning property numbers for real and personal property, Enterprise Zone parcels and Industrial Facility exemptions. Oversees quality control of all mapping products. Completes special projects and assignments as requested by the G.I.S. Mapping Director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Breastfeeding Peer Counselor (\$20,496 - \$23,056)

Note: This is a **grant-funded, part-time** position working 30 hours per week.

Required: High school diploma or GED; significant personal breastfeeding experience (does not have to be currently breastfeeding). **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: International Board Certified Lactation Consultant (IBCLC) or Certified Lactation Counselor (CLC). Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. The following need to be accomplished in the first year of employment: (1) completes Loving Support Peer Counseling training; (2) attends WIC Breastfeeding Basics two-day training; (3) attends the MSUE Peer counselor update trainings; (4) attends the annual WIC conference; (5) on-site visits by State WIC Lactation Consultants; (6) reads assigned books and materials about breastfeeding; (7) attends other breastfeeding related conferences/training as appropriate; (8) is a paid member of the local chapter of the LaLeche League.

Note: If not yet certified as an IBCLC or CLC, the employee will be titled Breastfeeding Peer Counselor and paid at one grade less on the salary schedule.

Desired: Is committed and enthusiastic about promoting and supporting breastfeeding. Demonstrates the ability to communicate with diverse populations. If possible, has been/is a WIC participant.

Duties: Builds and maintains a caseload of WIC women (pregnant and breastfeeding mothers). Makes routine periodic contacts with all assigned mothers. Gives basic breastfeeding information and support to new mothers, including overcoming common barriers and getting a good start with breastfeeding; helps mothers prevent and handle common breastfeeding concerns. Counsels WIC pregnant and breastfeeding mothers by telephone, home visits, clinic visits, and/or hospital visits at scheduled intervals determined by the local WIC program. Establishes an effective working relationship with local hospitals and agencies as appropriate. Teaches breastfeeding classes and/or recruits mothers at WIC clinics. Follows up on all client referrals and keeps accurate records of services provided to WIC participants. Helps organize a local breastfeeding support group. Requests and receives technical assistance from a state assigned lactation consultant. Counsels and supports clients in their infant feeding plan by office appointment, home visit, breastfeeding clinic visit or telephone. Communicates needs and problems relating to breastfeeding to the WIC supervisor and state WIC lactation consultant. Communicates needs and concerns relating to caseload management or referrals to supervisor. Functions within a community team, including MSUE, Breastfeeding Initiative Peer Counselor, MIHP staff, hospital staff, lactation consultants, or LaLeche League leaders. Maintains strict client confidentiality and keeps accurate records. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Clinical Services Client Associate (\$25,621 - \$28,821)

Required: Associates or certification from an accredited medical office assisting or similar program; **OR** high school diploma or equivalent and two years of experience working in a medical/clinical office. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: A minimum score of 65% in computer proficiency test for Microsoft Word 2010. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Regular, reliable and predictable attendance. Possession of a valid driver's license and a vehicle.

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

Duties: Schedules client appointments in a variety of clinical areas using electronic medical records. Checks clients in for appointments, verifies insurance coverage and checks clients out, including requesting payment for services. Books client payments in electronic finance system. Conducts intake interviews with clients; maintains electronic medical records; provides excellent customer service at all times, treating all clients with dignity and respect. Refers clients to other appropriate community services and resources; performs routine administrative duties. Completes special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Disease Intervention Technician II (Case Investigation/Contact Tracing) (\$41,265 - \$46,415)

Note: This is a **grant-funded** position.

Required: Bachelor's Degree in health, community or public health related field from a college or university of recognized standing and one year of community outreach, case management and/or health care experience; **OR** Associate's Degree in health, community or public health related field from a college of recognized standing and three years of community outreach, case management and/or health care experience. Training Provided Upon Hire: Michigan Disease Surveillance System (Database) and Case Investigation & Contact Tracing Protocol & Guidance.

A Berrien County application, resume and cover letter are required for this position.

Special Requirements: Possession of a vehicle operator's license. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work non-traditional work hours (weekends as needed).

Desired: Bilingual/proficiency in English & Spanish. Computer proficiency in windows-based programs. Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress; Ability to show empathy to distressed individuals. Excellent written and verbal communication skills. Self-motivated; able to work independently; exemplary organizational skills. Knowledge of community resources and able to deal with high risk individuals. Ability to interact positively with clients, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds. Ability to counsel from a culturally aware and client driven perspective. Ability to deliver excellent customer service to all clients while following HIPPA guidelines is essential. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

Duties: Complete all required training for making calls and contacts with community members and for use of contact tracing databases and tracking systems. Call and have conversations with individuals who are suspected to have COVID19 or who have tested positive for COVID19; conduct investigations into health status, communicate need to isolate/quarantine and identify others they may have had close contact with during their infectious period. Communicate to identified exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible. Provide COVID positive & suspect individuals and identified contacts with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill. Conduct monitoring calls to positive individuals and contacts during the duration of their isolation and/or quarantine period following departmental guidance and requirements; checking in on symptom development and health status, adherence to isolation/quarantine requests, and follow-up on questions and concerns. Connecting individuals to medical care/treatment should symptoms develop and/or worsen. Complete data entry and required documentation into web-based and excel-based platforms in timely and required timeframes. Follow and maintain all patient confidentiality and privacy rules as set by the Department. 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 that may be required by a person so classified.



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HEALTH DEPARTMENT

Health Educator (\$41,265 - \$46,415)

Required: Bachelor's Degree in health education/promotion, community or public health, or a related educational field from a college or university of recognized standing **OR** an Associate's Degree in health education/promotion, community or public health, or a related educational field from a college of recognized standing and two years of community outreach and/or education experience related to health promotion and education. Possession of a valid vehicle operator's license and a vehicle is required. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Necessary certifications and/or completion of required trainings required for specific health education programs assigned.

Desired: Superior written and oral communication skills; excellent public speaking skills; very strong interpersonal skills to facilitate effective learning for diverse audiences. Emotional and mental maturity necessary for establishing and maintaining good working relationships with clients (particularly youth), community partners, and other agency personnel. Previous experience working with health promotion programs, particularly programs working with populations such as youth and families; thorough knowledge of the principles, practices, objectives, and implementation strategies of health education programs. Ability to accurately record services and data within established timeframes. Working knowledge of computer technology including Microsoft Office Suite and social media and their application to public health practice. Ability to assess situations, solve problems, work effectively under stress and within deadlines. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

Duties: Facilitates and delivers health education curriculum in a variety of settings to teach audiences about issue-specific health topics. Leads health education curriculum-specific assessments, collects data from audiences including questionnaires and surveys, and evaluates information using required data management systems. Seeks and maintains appropriate certifications, trainings, and required education to deliver health education curriculum with fidelity and according to department work plans. Actively participates in community coalitions to support health education programs; may provide staffing support to topic-specific community workgroup or coalition. Establishes and maintains effective working relationships with diverse individuals, organizations, and other professionals, including with schools, health and human service organizations, and community non-profits, to better coordinate and improve health programs and services. Assists in the maintenance of health education and education resources for use by other groups and employees of the Health Department. May coordinate special health projects, programs, and/or presentations for specific audiences or topics. 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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HEALTH DEPARTMENT

Health Officer (\$94,894 - \$127,167)

Required: Possession of a Master of Public Health (MPH) degree and five years of progressively more responsible public health administrative experience. Possession of a valid vehicle operator's license and a vehicle is required. Approval of the Michigan Department of Health & Human Services (MDHHS) as required by the Michigan Public Health Code. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

Duties: As a public officer, the Health Officer is appointed by, and serves at the pleasure of, the Board of Commissioners (BOC), as the administrative officer of the Berrien County Health Department (BCHD) and is subject to the direction and supervision of the BOC, its appropriate Parent Committee and the County Administrator, reporting directly to the County Administrator. With advice from the Berrien County Health Board (BCHB), the Health Officer recommends policies through the County Administrator to the BOC and with oversight from the County Administrator ensures implementation of BOC approved policies. In consultation with the BCHB, the County Administrator will annually evaluate the Health Officer's job performance. The Health Officer's duties include: Taking actions and making determinations necessary to protect the public health and prevent disease; Enforcing Federal, State, and local laws/regulations pertaining to public health; Providing leadership and oversight for the day-to-day operations of the BCHD; and Serving as the Health Department's liaison with the Michigan Department of Health & Human Services, other governmental entities and the public. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities. Please contact Personnel for a more extensive job description.



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Equal Opportunity Employer ~ September 27, 2021 - October 1, 2021

HEALTH DEPARTMENT

Health Program Specialist (\$34,100 - \$38,362)

Required: A Bachelor's degree in public health, healthcare administration, human and or social service related field **OR** an Associate's degree in public health, healthcare, human and or social service related field; and two years project coordination and administrative office work experience is required. Possession of a valid vehicle operator's license and a vehicle is required. Must have regular, reliable and predictable attendance. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

Desired: Good computer skills and experience with MS Office suite, particularly MS Excel; familiarity with community services in Berrien County; experience working with diverse clients utilizing community services; excellent attention to detail in all tasks; excellent organizational skills and abilities with office practices; ability to communicate and work effectively with coworkers and the general public; excellent listening and writing skills. Ability to prioritize work tasks and efficiently allocate and manage time. Project management/coordination skills.

Duties: Responsible for day-to-day administrative operations of assigned program(s) inclusive of responding to phone, email, or in-person inquiries and support requests from clients/customers, visitors, and staff, as well as maintenance of program schedules, inventories and coordination of further supply needs/acquisitions. Manages projects and programs as assigned inclusive of filling role as State point of contact, managing work plans and monitoring progress, directing day-to-day and ongoing project/program needs, completion of required state and Department requested reports in a timely and quality manner, and responsibility for coordination of community partners as required by the project/program. Supports program supervisor(s) and staff in assessing and meeting the needs of clients and organizations served by program(s), planning appropriate services, and developing new projects, policies or procedures. Maintains files and records on behalf of designated program(s); oversees filing of records, data input, maintenance and quality, and assists program staff in preparation of a variety of records and reports. Coordinates referrals and referral process for assigned program areas to ensure community residents are connected to needed services in a timely and welcoming manner. Represents program(s) and Health Department on community workgroups and collaborations as assigned and/or deemed necessary for unique project/program assignments. Assists in the evaluation and continuous quality improvement efforts of program(s) and recommends changes to increase efficiency and effectiveness of program operations. Creates a variety of written materials such as letters, program information fact sheets/pamphlets, or event fliers, upon request and at the direction of program staff or as required of assigned project coordination role. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Nurse Family Partnership Coordinator (\$51,133 - \$68,522)

Required: Bachelor's degree in Nursing and Registration as a Nurse in the State of Michigan. Minimum of two years professional work experience with childbearing women and children, which includes increasing responsibility with program supervision and implementation. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: Possession of a valid vehicle operator's license and a vehicle is required. Ability to attend multiple training programs as required by programs and services under supervision. Strict adherence to Program(s) protocols and reporting requirements. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work a flexible schedule that may include some evenings and weekends.

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

Duties: Oversees and guides day-to-day operation of NFP including supervising staff members, their work with families in accordance with NFP model fidelity and funder standards and guidelines. Provides home visits to women and their families, in alignment with the NFP model of home visiting; carries a small caseload of clients at any given time. Responsible for referral processes and relationships; ensures referrals are received and connected with appropriate programs/program staff and that programs caseloads are maintained. Leads and participates in community outreach and collaborative work to raise awareness and ensure NFP program is a part of the larger family and parenting services infrastructures county-wide. Completes program reporting and evaluation requirements including, reflective supervision, case conferences, and file audits as well as maintenance of programmatic policies and procedures in accordance with program standards, guidelines and best practices. Assumes responsibility for ongoing learning of self and staff in relation to program(s) implementation and department-wide priorities. Supports annual budget process for programs and functions under their oversight. Ensures work plans align with budget needs and allowances. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support programs' sustainability. May be assigned coordination and oversight of other special programs within the department as needed. Complete other duties as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Program Support Specialist (\$14.45/hr.)

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

Required: Associate's 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. Possession of a valid vehicle operator's license and a vehicle; regular, reliable and predictable attendance. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

Desired: Experience with MS Office suite; familiarity with community services in Berrien County; experience working with diverse clients utilizing community services. Excellent attention to details and organizational skills. Ability to communicate and work effectively with co-workers and the general public; excellent listening, writing and prioritization skills.

Duties: Receiving inbound calls from members of the public to schedule appointments for COVID-19 vaccination. Place outbound phone calls to individuals remaining on a waitlist or members of a specific target population to schedule appointments for COVID-19 vaccination. Respond to inquiries about COVID-19 vaccination appointments. Answer calls to COVID-19 hotline. Fill monitoring/appointment scheduling roles at COVID-19 vaccination clinics as needed. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Public Health Nurse II (\$23.27/hr.)

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

Required: Bachelor's degree in nursing and registration as a nurse in the State of Michigan; **OR** registration as a nurse in the State of Michigan and an accumulated total of two years of paid, fulltime experience in a hospital, clinic or the military services, which includes an accumulated total of one year of paid, fulltime experience in community or public health field nursing. Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

Note: A Licensed Practical Nurse (LPN) is also able to apply for this position; an employee with an LPN is paid at one grade LESS on the salary schedule.

Desired: Thorough knowledge of nursing theory and skills. Reasonable knowledge of: the scope of state and local public health programs; the practices of public health nursing and of applicable public health laws and ordinances; the epidemiology of communicable diseases and the ability to conduct epidemiological investigations; growth and development and the ability to recognize deviations from the norm; medical/clinical protocols and procedures. Ability to: interpret and explain public health laws and regulations; utilize problem-solving techniques in planning for and providing skilled nursing services; establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies, and the general public.

Duties: Promotes the health of individuals, families, and the community through education, counseling and appropriate preventive, therapeutic and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization of children and adults; communicable disease control; childhood lead poisoning; adolescent school services; case management of children with special needs; women, infants and children; nutrition education and family planning services. Participates in the determination of priorities for nursing services according to identified community needs and the kind and amount of available nursing service; maintains communication with professional and lay members of the community and with other social service agencies regarding public health services; provides supportive care by listening, managing client interactions and making referrals to appropriate agencies and organizations; documents client interaction, activities, phone calls and follow-up. Participates in activities to promote professional advancement through conferences, workshops and professional readings. Performs a variety of assessments and uses problem-solving techniques to determine a client's level of health risk. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Registered Sanitarian (\$41,265 - \$46,415)

Required: A Bachelor's degree in the field of environmental health, biological, chemical or physical sciences, or engineering. Three (3) years as an environmental health sanitarian working in general environmental health.

Note: If you are not registered with the State of Michigan as a Registered Sanitarian, the employee is titled "Sanitarian" and paid at one grade LESS on the salary schedule. Sanitarians may qualify with an Associate's Degree in the field of environmental health, biological, chemical or physical sciences, or engineering and a minimum of two (2) years' experience with environmental health services, food service inspection, sewage treatment or other environmental health duties. **A Berrien County application, resume and cover letter are required for this position.**

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

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

Duties: Inspects and evaluates premises having environmental health significance, such as food service establishments, public swimming pools, bathing beaches, on-site water and sewage disposal systems, sites of alleged public health problems, and any other facilities of environmental health significance. Enforces county and state laws, ordinances and regulations. Provides environmental health services such as subdivision review, water supply permit and sewage system review, foodborne or waterborne disease investigation, groundwater contamination and other detailed environmental health problems. Provides general consultation to architects, engineers, developers and builders in relation to sanitation requirements. Provides assistance and guidance to citizens and agencies with environmental health problems and explains environmental health problems to interested groups. Prepares detailed correspondence and reports. Completes special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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INFORMATION SYSTEMS

Switchboard Operator (\$12.17/hr.)

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

Required: High school diploma or GED and reasonable experience in the operation of a private branch exchange telephone switchboard.

Desired: Considerable knowledge of the operation of a private branch exchange telephone switchboard and County organization, functions and personnel. Reasonable knowledge of modern office practices and procedures. Ability to operate a switchboard calmly and efficiently; rapidly become familiar with the name, titles, and locations of personnel, speak clearly, pleasantly and courteously; work effectively with the public and with other employees.

Duties: Places, receives, relays, and transmits calls on a private branch exchange telephone switchboard. Receives walk-in visitors; assists them with routine information and/or directs them to the proper location for service. Maintains up-to-date knowledge of department/County's functions, procedures, activities, etc. to provide accurate information to callers. Maintains records for the efficient operation of a telephone switchboard. Distributes incoming faxes to appropriate personnel using automated fax program. Prepares and distributes the inter-office directory. Orders and distributes telephone books. Provides information and assistance to the public. Places and records long distance calls. Places requests for telephone or switchboard service calls. Assist in the processing of complaints. Performs miscellaneous clerical and typing tasks. Completes special projects and assignments as requested by the Application Support Manager. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

JUVENILE CENTER – 24 hour facility

Cook (\$11.00/hr.)

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

Required: 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. Under the direction of a designated Juvenile Center supervisor, the temporary cook is responsible for preparing and serving palatable meals according to recipes and the established menus. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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JUVENILE CENTER – 24-hour facility

Juvenile Center Assistant Supervisor (\$42,259)

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

Special Requirements: The Juvenile Center Assistant Supervisor may be required to work weekends and holidays or be on call as scheduled; may also 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.

Desired: Coursework in Criminal Justice, Corrections, or Administration; supervisory experience in the field of juvenile or residential treatment facilities; 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. Distribute or ensure staff distributes medications to residents as prescribed, implement medical treatment plans as ordered, and process resident medical complaints. Maintain optimal security and programming in the facility by monitoring the facility security camera system and communication system. Arrange and supervise transportation for residents to and from home, court, hospital, dentist, doctor, etc. Assist the Juvenile Center Supervisor on the shift as needed or requested. Provide direct and immediate feedback or corrective discipline to childcare staff; ensure the implementation and documentation of emergency procedures by staff as required. Ensure that behavior management system guidelines are strictly followed. Monitor and/or coordinate all resident population movement within the facility and necessary security precautions are followed. Serve as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director or Director. Other duties as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

JUVENILE CENTER - 24 hour facility

Juvenile Center Director (\$74,862)

Required: A Master's degree in social work, sociology, psychology, corrections or related field and a minimum of four years supervisory or management experience in a court, correctional, youth-serving organization or treatment agency or juvenile justice setting.

Duties: Develops and manages the Juvenile Center's programs and personnel. Performs leadership and administrative functions including but not limited to supervision and professional development of the supervisory team, budget management, program evaluation and long-term planning. Ensures the Juvenile Center complies with federal and state regulations, as well as, industry standards and guidelines. Manages personnel services for the Juvenile Center including the selection, deployment, training, development, evaluation and discipline of employees. Ensures the maintenance of a safe and secure environment for staff, community and juvenile offenders. Participates in the identification and development of viable alternative programs for juvenile delinquents and their families. Oversees the operations of related support services such as clerical, food and physical plant services. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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JUVENILE CENTER – 24 hour facility Secretary (\$13.50/hr.)

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

Required: A high school diploma or equivalent and a minimum of six months to one year of clerical/secretarial work experience; a minimum typing speed of **45 words per minute net**.

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

Duties: Under supervision, performs moderately complex clerical duties and responsibilities requiring limited knowledge of department rules, regulations, policies and procedures. Specific duties and responsibilities may vary based on department assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

JUVENILE CENTER – 24 hour facility Temporary Youth Specialist (\$16.49/hr.)

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

Required: Thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology.

Duties: The Temporary Youth Specialist works as an on-call employee to fill temporary vacancies in the fulltime Youth Specialist schedule. Participates in supervising and reporting on programs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

JUVENILE CENTER – 24 hour facility Youth Specialist II (\$37,731)

Required: 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.

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 (\$34,302).

Special Requirements: Must submit fingerprints and may be subjected to criminal record, character, reputation, mental health 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. Regular, reliable, and predictable attendance is required.

Physical Requirements: This job requires the ability to perform the essential functions of the position.

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 impacting the Juvenile Center. Intervenes when necessary in crisis situations 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. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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PARKS AND RECREATION

Park Maintenance (\$9.87/hr.)

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

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

Duties: Under the direct supervision of a permanent full-time Parks Maintenance Worker, is responsible for performing building and grounds maintenance work, machinery and equipment repair; performs related tasks as required. May act as lead worker on an assigned task. Typical duties include operating machinery such as pickup truck, back pack blower, chain saw, push mower, and various woodworking tools. Inspects grounds and building for damages and needed repairs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PARKS AND RECREATION

Park Naturalist (\$10.25/hr.)

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

Required: College coursework in Biology, Zoology, Botany, Natural History Interpretation, Environmental Education or a related field. Six months previous parks and recreation experience is preferred.

Desired: General knowledge of natural history. Some knowledge of: departmental programs and policies; Berrien County park regulations; the history of Berrien County park facilities; first aid techniques; emergency aid available to Berrien County parks facilities. Skill in the construction of displays and the interpretation of natural history. Ability to: speak effectively before groups; demonstrate recreational equipment; work effectively with co-workers and the public.

Special Note: An employee in this class will be required to work some holidays and weekends, and is required to wear a department issued uniform while on the job.

Duties: Develops, prepares, and conducts on and off-site interpretive programs for park visitors and various community groups; gears presentation toward appropriate audience mix. Staffs the Love Creek Nature Center; greets visitors, answers questions, explains and enforces park regulations. Maintains nature center facilities; performs routine maintenance on building and restrooms. Feeds and cares for live animals and their facilities. Plans for natural history programs; prepares appropriate slides, handouts, etc. Constructs and maintains nature center displays and exhibits. Completes special projects and assignments as requested by the Chief Naturalist or Parks Naturalist. Perform parks and trails maintenance as needed. Obtains emergency help and administers first aid, when needed. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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PARKS AND RECREATION

Park Ranger (\$9.87/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. 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. Positions available year around 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 a valid Michigan driver's license.

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

Duties: Under the general supervision of the Park Manager, responsible for assisting the routine operation, maintenance, supervision and security of a County Park facility. Typical duties include emptying trash receptacles, cleaning restrooms, picking up litter, collecting park fees, enforce park rules and assisting park visitors. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PROSECUTOR'S OFFICE

Assistant Prosecuting Attorney II (\$61,869 - \$82,910)

Required: Graduation from law school and a minimum of two years paid, full time previous civil, criminal, appellate, or probate legal counseling experience and must be a member of the State Bar of Michigan. **Note:** If you do not yet have two years of experience, you may qualify as an Assistant Prosecuting Attorney I (\$56,245 - \$75,374). Admission to practice law before the Michigan Supreme Court is required within four months after administration of the last bar exam. Those without experience will be hired at a trainee wage as established by Berrien County until admission to practice before the Michigan Supreme Court has been obtained.

Duties: Under general supervision of the County's Prosecuting Attorney, prosecutes complaints for and on behalf of the County and other official agencies. Receives and reviews police reports and arrest warrants from the Michigan State Police, County Sheriff's Departments and municipal police departments; 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 in the Circuit Court, Probate Court and District Court, as well as argues cases in front of the Court of Appeals and Supreme Court. Interprets and applies criminal statutes for police agencies; provides advice on proper legal procedures. Assists less experienced Assistant Prosecuting Attorneys by recommending strategies and techniques. Prepares Probate Court petitions for the commitment of mentally ill individuals and represents the People of the State of Michigan at all related hearings. Prepares and reviews search warrants for law enforcement agencies for presentation to the District Court. Prepares and reviews Probate Court petitions for abuse and neglect cases and represents Department of Social Services in Probate Court matters. Processes extradition cases. Reviews and handles all juvenile matters including delinquencies, trancies and status offences. Represents the People of the State of Michigan and Department of Social Services in all paternity proceedings and child support collection matters; supervises interviews of mothers and fathers. 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 and represents the People of the State of Michigan in a variety of civil proceedings. Exercises a considerable degree of independent judgment throughout each state of the criminal justice process. Completes special projects and assignments as requested by the Prosecuting Attorney. 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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PROSECUTOR'S OFFICE

Legal Secretary II (\$14.45/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are not benefits.

Required: An associate's degree in secretarial science or criminal justice, one year of paid, fulltime secretarial/clerical experience and a minimum typing speed of **60 words per minute net**; **OR** high school graduation or GED certificate and three years paid, full-time secretarial/clerical experience and a minimum typing speed of **60 words per minute net**. Must possess a valid vehicle operator's license.

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

Desired: Knowledge of the criminal justice system, word processing and spreadsheet software. Must be able to work in a noisy environment with many distractions and interruptions.

Duties: With minimal supervision, performs secretarial and clerical duties to ensure the timely flow of all necessary paperwork to support the operations and programs of the department. Perform office duties which require extensive knowledge of departmental practices and procedures and must possess the ability to think and act independently. May be required to work in any Berrien County Court location. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PUBLIC DEFENDER'S OFFICE

Assistant Public Defender I (\$56,245 - \$75,374)

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

Other Requirements: Ability to operate technology to search, update, correct and retrieve information. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds. Ability to operate typical office equipment. Must successfully pass a pre-employment physical and drug screen. Must maintain regular, reliable and predictable attendance; possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities. Utilize services of interpreters when necessary; maintain confidentiality with highly sensitive information. **Note:** The successful candidate will model the following attributes: ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs. Exercise common sense and good judgment; learn quickly and function efficiently under stressful and distracting conditions; ability to multi-task. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere. **Special Note:** APDs may participate only in Berrien County Public Defender Office (BCPD) assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis.

Duties: Provides court appointed indigent defense services within Berrien County Courts. Carries a full caseload as determined by the Chief Public Defender. Attends legal and community meetings as directed. Reviews charging instruments, police reports and other discovery provided by the prosecution; promptly meets with clients and learns the client's goals for the representation and any special needs of the client; determines what further fact investigation to undertake and directs that investigation; determines what legal issues need development and researches those issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation; maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions; maintains accurate, complete and legible case files. Performs duty attorney functions as assigned. Special projects as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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 ~ September 27, 2021 - October 1, 2021

PUBLIC DEFENDER'S OFFICE

Social Worker (\$42,259 - \$56,630)

Required: Bachelor's degree in social work, counseling, psychology, or marriage and family therapy, or similar from an accredited institution. A valid professional license from the State of Michigan in one of the above disciplines. At least three years of paid full-time professional experience providing treatment services in a mental/behavioral health setting.

Other Requirements: Possession of a valid driver's license and access to a vehicle in order to access clients and witnesses. May be assigned to work in any public defender office or court location and have contact with clients in community and jail settings.

Desired: Ability to work compassionately and respectfully with clients in crisis. Experience working with individuals from multi-ethnic communities. Excellent interpersonal, analytical, writing, and communication skills. Possess a demonstrated commitment to social justice issues and/or indigent defense. Ability to operate technology to search and retrieve information. Utilize services of interpreters as necessary to communicate with clients, witnesses and other persons related to the case. Maintain confidentiality with highly sensitive information. Accept direction and follow office policies and procedures. Work independently as well as collaboratively in a legal services team atmosphere.

Duties: Proves clinical expertise to support the legal position being presented in court. Attends collaborative meetings with the client and attorney, reviews case service plans, assists clients in navigating local social service agencies. Makes appropriate referrals and assistance to address clients' social service needs (drug treatment, mental health treatment, housing, and other benefits) and advocates to social service agencies. Gathers factual mitigation through interviews, and obtaining and analyzing records. Researches and recommends alternatives to incarceration through memoranda prepared for submission to judges and prosecutors through Assistant Public Defenders. Completes special projects and other duties as assigned by the Assistant Chief Public Defender and/or the Chief Public Defender. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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PUBLIC SAFETY COMMUNICATIONS CENTER

Public Safety Dispatcher (\$19.27/hr.)

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

Required: High School Diploma or equivalent certificate and a minimum of two (2) years previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity. Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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 (NENA) standards.

Desired: General knowledge of the streets and principle locations in Berrien County. Prior experience in Law Enforcement, Fire Science or Emergency Medical Response; or high volume customer service center. Prior emergency response dispatch experience is strongly preferred. Ability to act quickly, accurately, perform more than one function at a time, work effectively with other staff and the general public under all conditions. Data entry or related computer experience. Bilingual speaking skills; Spell accurately, speak English clearly and concisely.

Special Employment Conditions: Ability to communicate well verbally and in written English. Ability to differentiate colors and read maps, dispatch controls and charts. Must be able to master telephone system, departmental dispatch computer applications; includes 911/telephony devices, Computer Aided Dispatch (CAD) system, Geographical Information System (GIS mapping), and emergency notification systems. Persons performing this type of service must possess the ability to concentrate and devote the attention necessary to work effectively at a pace that is dictated by the circumstances. Must possess communication skills that allow for accurate critical information gathering when assisting the public involved in high-stress and/or life-threatening situations, remain professional at all times, and communicate concurrently with co-workers and customers. Must develop the ability to effectively mobilize the appropriate public-safety disciplines, and relay well-refined "situational awareness" to responders. Regular, reliable and predictable attendance will be required, to perform duties as assigned in a 24/7/365 service environment; be able to work different shifts, weekends, holidays and overtime as necessary. Ability to sit/stand for long periods of time as an emergency situation may dictate. Will not be able to schedule routine break periods. An employee of this class will be required to successfully complete initial intensive and periodic training and maintain certifications to meet job proficiency requirements, as well as, receive random performance review ratings and guidance, that includes the acceptance of constructive critiques.

Duties: Answers pending emergency and non-emergency public-safety calls-for-service in a timely manner, over various telecommunication devices; based on operational rules and guidance, consistently analyzes and identifies the situation, and executes the best course of action. Efficiently and accurately gathers pertinent information on prescribed dispatch systems and alerts Dispatch staff, to achieve effective mobilization of public-safety resources; includes valid location/jurisdiction, call-type, priority level, remaining in-contact with a caller during developing situations, executing emergency medical instructions to callers verbatim by prescribed format, and noting updates in real-time. Executes Dispatch protocols by mobilizing the appropriate public-safety services over radio or other authorized means, facilitates Unified Command communication operations, and continuously monitors radio channels, unit status and movements to maintain operational awareness of assigned areas. Operates Emergency Alert and Public Warning Systems as defined by protocol. Processes administrative calls and computer messages by answering questions and forwarding such information to the appropriate person or agency. Delivers messages by telephony, e-mail or automated notification system. Mobilizes special teams, towing services, utilities, public works or other vital support services during emergency events. Performs computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Prepares and maintains records in both manual and automated forms. Performs general and clerical support duties including filing, copying, data entry, word processing and greeting/processing visitors. Practices proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. Appear in court as a witness to participate in proceedings regarding involvement in call-related cases. Performs other related duties as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this position. It is not an exhaustive list of all duties by a person so classified.



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ROAD DEPARTMENT

Mechanic (\$23.17/hr.)

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

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

Duties: Safely and proficiently operate Road Commission motor vehicles, including commercial motor vehicles and the various attachments affixed thereto, such as front mounted plows, underbody mounted plows, body mounted spreader, tanks, distributors, and trailers of various sizes and shapes attached or affixed to the truck. Repairs diesel engines. Safely and proficiently operate specialized equipment, including front end loaders, backhoe and tractor mowers, brush chipper, roller, bucket truck, distributor, patch truck, etc. Troubleshoot, locate and repair problems in hydraulic systems; analyze and correct electrical issues in heavy-duty equipment; inspects and performs minor maintenance on vehicles and equipment, including servicing equipment, changing tires, oil and other lubricants. Uses electronic diagnostic programs to find engine problems and to monitor maintenance schedule of the equipment. Performs other duties as assigned by the shop foreman. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ROAD DEPARTMENT

Medium Equipment Operator (\$21.48/hr.)

Required: High school diploma or GED and two years of experience in a construction trade or truck driving. Must possess and maintain a valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Must have current driver license with no restrictions for night time driving. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions; capable of working alone or with minimum supervision; perform repetitive bending, twisting, turning, stooping, standing or sitting with high and varying frequency and duration; remove and distribute materials from truck by hand using a large shovel up to eight hour shifts; climb in and out of trucks and equipment numerous times daily; climb ladders and stairs, sit and stand for extended periods of time; carry up to 80 pounds; change scraper blades and tires. Must be available to occasionally work shifts exceeding 8 hours.

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

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



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ROAD DEPARTMENT

Medium Equipment Operator (\$20.00/hr.)

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

Required: High school diploma or GED and two years of experience in a construction trade or truck driving. Must possess and maintain a valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Must have current driver license with no restrictions for night time driving. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions; capable of working alone or with minimum supervision; perform repetitive bending, twisting, turning, stooping, standing or sitting with high and varying frequency and duration; remove and distribute materials from truck by hand using a large shovel up to eight hour shifts; climb in and out of trucks and equipment numerous times daily; climb ladders and stairs, sit and stand for extended periods of time; carry up to 80 pounds; change scraper blades and tires. Must be available to occasionally work shifts exceeding 8 hours.

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

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

ROAD DEPARTMENT

Project Engineer (\$68,090 - \$76,636)

Required: Bachelor's degree in Civil Engineering and related work or course work in the road transportation area.

Special Requirements: Regular, reliable and predictable attendance is required. Holds a Professional Engineering License thru the state of Michigan or a state recognized by Michigan throughout employment. Valid Driver's license. Demonstrates advanced CAD skills.

Desired: Ability to become a certified storm water management construction site operator.

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 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. 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. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ROAD DEPARTMENT

Senior Project Engineer (\$74,899 - \$84,299)

Required: Bachelor's degree in Civil Engineering and ten (10) years of engineering experience.

Special Requirements: Regular, reliable and predictable attendance is required. Holds a Professional Engineering License thru the state of Michigan or a state recognized by Michigan throughout employment. Valid Driver's license. Demonstrates advanced CAD skills.

Desired: Ability to become a certified storm water management construction site operator.

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 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. 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. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ROAD DEPARTMENT

Senior Road Accountant (\$61,901 - \$69,668)

Required: Bachelor's degree in accounting/finance or related field and minimum two years of experience within a public, nonprofit or related agency; **OR** associate's degree in accounting/finance or related field and minimum four years of experience within a public, nonprofit or related agency.

Desired: Working knowledge of governmental accounting principles and practices including those promulgated by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), and an ability to apply them. Working knowledge of and the ability to apply the State of Michigan "Uniform Accounting Procedures manual for County Road Commission", or the ability to develop a working knowledge and ability to apply. Advanced knowledge of Microsoft Office programs including Word, Excel, Outlook, and Access. Ability to communicate effectively and professionally, verbally and in writing, interacting with employees, customers, and the public; problem solve, document information, research and resolve issues, analyze data; organize work, prioritize, and manage multiple responsibilities; work independently and collaborative across departmental functions; work in a fast-paced and high volume environment with accuracy and timeliness.

Duties: Works with the Financial Services Director, Road Department Director and staff in preparing the annual budget that meets the overall financial parameters and objectives of the County Administrator. Periodically prepares and distributes an amended budget based on parameters provided. Tracks the performance of actual revenues and expenditures to the annual adopted and amended budget on monthly and quarterly basis. Prepares necessary work papers and records as they relate to the Road Department for the County annual audit. Assists auditors as needed. Prepares, obtains approval, and submits the annual financial report as required by Act 51, Public Acts of 1951. Performs reconciliations of various sub-ledgers to the General Ledger, including inventory. Duties include investigating and resolving discrepancies as appropriate. Coordinates and conducts the Road Department annual physical inventory. Maintains the Road Department master schedule for various projects. Verifies and updates schedule based discussions with engineering. Completes purchasing activities in accordance with purchasing policies. Responsible for contract administration, including financial assistance in the drafting and preparation of Township contracts, verifying required contract documentation, and monitoring contract status. Notifies staff members to complete progress billings to townships based on contract agreement terms. Conducts periodic review of job costing records for accuracy and completeness. Conducts periodic internal audits of specific accounts. Provides special reports as directed by the Financial Services Director. Assembles and submits bi-weekly payroll information to personnel department. Posts payroll data upon completion. Assists with coverage for the Finance Department staff as requested. Perform other duties as assigned by the Financial Services Director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ROAD DEPARTMENT

Staff Engineer I (\$56,272 - \$63,335)

Required: Bachelor's degree in civil Engineering and additional related work or course work in the road transportation area is desired.

Special Requirements: Regular, reliable and predictable attendance is required. Holds an EIT thru the state of Michigan or a state recognized by Michigan throughout employment. Valid Driver's license. Demonstrates basic CAD skills.

Note: Applicants that meet the minimum educational requirement above and have at least two (2) years of engineering experience may qualify for Staff Engineer II (\$61,901 - \$69,668).

Desired: Ability to become a certified storm water management construction site operator.

Duties: Serves as staff/assistant engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Assists with 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. Ensures timely, accurate, and complete work projects. Prepares reports and technical memos. Attends project meetings and presents specific aspects of engineering assignments. Using basic engineering skills performs routine technical work, which does not require previous experience or requires limited prior experience. Acquires an understanding of professional and ethical responsibilities. As experience increases, exercises judgment on details of work and application of standard methods. Prepares permit applications. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

Court Entrance Security Officer/Support Services Deputy (\$18.00/hr.)

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

Required: Must be 18 years of age or older and have a high school diploma or GED. Applicant may not have any felony convictions. Must possess a Michigan vehicle operator's license. Must pass a criminal background check.

Duties: Under supervision of the Sheriff or his designee and under the general supervision of the Chief Judge or Court Administrator, provides a safe environment for the Judges, Court personnel, attorneys, and general public. Duties include the screening of all people entering the St. Joseph Courthouse, Niles Courthouse, and the Berrien County Juvenile Center. The screening process will consist of the use of metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items. Transport inmates as required and communicate via law enforcement radio channels. Reasonable work experience or demonstrated ability to exercise good judgement, proven dependability and appropriate level of maturity to effectively manage inmates. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S DEPARTMENT

Deputy – Enforcement Division (\$48,899)

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

Special Employment Conditions: Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

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

Duties: Patrol an assigned area in a radio-equipped car, maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. Book, search and fingerprint arrested persons. Serve legal papers and escort prisoners to court or to state institutions. Prepare and maintain required records and reports. Provide information and assistance to the general public. May testify in court on criminal or civil cases. Perform vehicle safety inspections and property checks. Direct traffic as required. Complete general incident reports and perform follow-up as needed. Any and all other duties as required. The duties stated are intended to describe the general nature and level of working being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

Deputy – Jail Division (\$48,899)

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

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

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

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



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SHERIFF'S DEPARTMENT

Part-time Patrolman (\$18.00/hr.)

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

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

Special Employment Conditions: Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

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

Duties: Perform responsible law enforcement and investigation work to maintain law and order throughout the County; to investigate complaints and provide assistance as required; complete necessary reports, paperwork and other work as required. Patrol an assigned area in a radio-equipped car; maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. May testify in court on criminal or civil cases. Direct traffic as required. Other duties as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

Records Clerk III (\$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. This position is for the St. Joseph Records Department.

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

Duties: Performs tasks related to the creation and maintenance of an accurate records information retention system and related clerical duties and public services. Receives, compiles and processes information; updates records and files such as police reports, criminal files and gun registrations. Accurately prepares required records and reports. Assists the public in person or by telephone; provides information on appropriate departmental regulations, policies and procedures. Assists the public in completing appropriate requested forms. Types letters, police reports, envelopes, bonds; document filing, microfilm stuffing, data entry, and processing of department paperwork. Operates a variety of office equipment, such as typewriter, network computer, including word processing, video mugshot, gun registration, mainframe, email software, printer, duplicating machine, facsimile, processes digital evidence photos, cataloging squad car video tapes, microfilm reader/printer and stuffing machines in the performance of job duties. Receives and processes department mail. Maintains confidentiality of information, reports and files in department. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TREASURER

Homestead and Personal Property Coordinator (\$28,184 - \$31,703)

Required: Associates degree in a business related field and a minimum of one year of clerical/business office experience; OR high school diploma or GED and a minimum of three years clerical/business office experience. Regular, reliable and predictable attendance is required. Possession of a valid vehicle operator's license is required.

Desired: Prior Treasurer's Office experience is desired.

Duties: Responds to walk-in and telephone inquiries; provides information regarding departmental practices and procedures which requires knowledge of state rules and laws. Coordinates the exchange of information for personal property and homestead verification with local units, the State of Michigan, and other states. Coordinates and monitors the personal visit and process service in accordance with the tax law. Coordinates the mailing of first class and certified homestead audit notices and performs any necessary follow-up on returned items. Works with local treasurers to develop the list of personal property taxes to be written off in circuit court due to the uncollectible nature of said taxes. Works with the appropriate County officials to determine a Court date to petition for the removal of personal property taxes. Prepares quarterly homestead audit reports as required by the State of Michigan. Prepares the listing of delinquent personal property for the County Treasurer. Assists with the land sale. Completes special projects and assignments as required by the County Treasurer or his/her designee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer ~ September 27, 2021 - October 1, 2021

TRIAL COURT

Administrative Assistant (\$38,417 – \$51,482)

Required: Associate's degree in business or related field and two years of paid, fulltime responsible clerical and administrative support experience, which includes two years of word processing/spreadsheet experience; **OR** high school diploma or GED and four years of paid, fulltime responsible clerical and administrative support experience, which includes one year of word processing/spreadsheet experience. Typing speed of **60 WPM net**; may be required to obtain and maintain certification as a certified electronic operator (CEO) or certified electronic recorder (CER) from the Michigan State Court Administrative Office.

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

Desired: Knowledge of court operations, courtroom procedures and agencies within the State of Michigan and/or Berrien County. Knowledge of strategic planning and organizational methods to assist with the court's operational plans and objectives, budget preparation, information technology, public relations, and experience with news media. Possess strong interpersonal skills and a demonstrated ability to communicate effectively orally and in writing. Ability to be flexible and work well in a team situation.

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

Duties: Assists in the development of office procedures to increase the efficiency and effectiveness of operations; assists and coordinates court communication activities and acts as a liaison with all internal court divisions, external agencies and organizations. May handle complicated contact with the general public; assists in preparing and maintaining records and statistical reports. Assists with processing employment applications and applicant selection process. Provides court paperwork and orientation for new staff. May maintain division personnel files which contain highly confidential and sensitive information. Processes biweekly payroll; assists with data collection regarding labor agreements and maintains official files for union matters. Assists with the coordination of official record retention requirements for the court; assists in drafting letters, memos, disciplinary data, resolutions, policies and procedures, and proofreads those documents. Assists the court administrators with financial reports and records. Assists in preparing vouchers, requisitions and special order requests. Responds to inquiries from court staff. May prepare agendas and/or notices of meetings, attend meetings, take and prepare meeting minutes; may perform court record checks as requested by the public and others and provide defendant case information; may perform or assist with Alternative Dispute Resolution (ADR) case processing or scheduling. May be required to provide courtroom coverage. Assists court administrators and judges or designee with special projects and assignments. Assists other trial court administrative assistants as workload may require or for absence coverage. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

CJIS-LEIN Entry & Live-Scan Technician (\$14.11/hr.)

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

Required: High school diploma or GED. Typing speed of **40 WPM net**. Must maintain Michigan CJIS/LEIN Operator Certifications throughout employment; possess the dexterity and mobility necessary to properly scan fingerprint images from subjects referred by the court.

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

Desired: Experience as a Certified CJIS/LEIN Operator, CJIS/LEIN and/or a Terminal Agency Coordinator with a comprehensive knowledge of CJIS rules and procedures. General knowledge of Criminal Justice procedures and terminology. General knowledge and experience with a variety of computer applications.

Duties: Receives qualified court orders and performs analysis to assure accuracy of data. Enters the court order into LEIN/NCIC as prescribed by CJIS requirements. Maintains accurate file of court orders and corresponding data entries. Performs routine audits to assure validity of entries and revises or corrects erroneous data. Cancels properly executed or expired court orders from LEIN/NCIC and returns files as directed by the court and CJIS rules. Enters Criminal Case History (CCH) into the Live-Scan biometric devices and captures corresponding ten-print images from subjects referred by the court. Submits electronic Live-Scan CCH files to CJIS and receives/records Case Transaction Number (CTN) return for the court. Works with Trial Court Security Supervisor, MSP-CJIS and/or the county Information Systems department. Performs routine maintenance, troubleshoots computer or network service issues and facilitates solutions. Assists with training of court officials to establish or maintain LEIN certifications and operation of Live-Scan. Develops and compiles information from data sources to create reports, illustrations or manuals under the direction of the Trial Court Administrator. Works with the Trial Court Security Supervisor to review and resolve any related issues. Completes any other related special projects and assignments as requested by the Trial Court Security Supervisor, including automation development of current processes. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Judicial Administrative Assistant (\$34,925 - \$46,801)

Required: Associate's degree in business or a related field and two years of fulltime paid responsible administrative and clerical support experience which includes one year of word processing experience **OR** high school diploma or GED and four years of fulltime paid responsible administrative and clerical support experience which includes one year of word processing experience. Minimum typing speed of **60 words per minute net** is required.

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

Special Requirements: Required to obtain and maintain certification as a certified electronic recorder in the State of Michigan within one year to maintain employment. Certified Electronic Recorder status required for an elected district judge. Certified Electronic Operator status required for an elected circuit and probate judge or as directed by the hiring judge. Overtime may be required due to after or before business hours court hearings. May be required to work at any Trial Court location on a temporary or regular basis.

Desired: Knowledge of court operations, courtroom procedures and recording equipment, and agencies within the State of Michigan and/or Berrien County. Possess strong organizational and interpersonal skills and the ability to communicate effectively orally and in writing. Ability to create and maintain various spreadsheet programs; familiarity with ICLE and other legal resources that can be accessed on the computer. Ability to be flexible and work well in a team situation.

Duties: Performs confidential administrative duties such as correspondence; production of legal documents as directed; screens, responds to and initiates phone calls; sets hearing dates for the judge's calendar; schedules meetings and appointments as directed and performs other job assignments as directed. May prepare meeting agendas, act as scribe for meetings and draft meeting minutes. Monitors recording equipment during court hearings to accurately record and log courtroom proceedings and hearings. Maintains custodial responsibility for the permanent court record, including labeling and reproduction, in compliance with the State Court Administrative Office (SCAO) and record retention statutes. Maintains the judge's office records, transcripts, correspondence and other documents as directed and according to Michigan statutes and court rules. Prepares reports for SCAO as directed by the judge. Maintains judge's trial calendar to conform with SCAO guidelines. Creates miscellaneous documents, charts, graphs, forms and reports as directed; may prepare and maintain various distribution lists. Administers oaths and affirmations and marks exhibits introduced in the courtroom during court proceedings and trials. May transcribe and certify transcripts of civil litigation and criminal hearings in accordance with Michigan Court Rules and statutes. Acts as liaison with other judges, court staff, organizations, county departments, attorneys, law enforcement officials, and the general public regarding litigation and Trial Court operations and procedures. Trains new and back-up recorders as requested in compliance with the State Court Administrative Office requirements. May train new judicial administrative support personnel. Assists other Trial Court judges and administrators with special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Law Clerk I (\$51,133 - \$68,522)

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

Special Requirements: Must successfully pass the Michigan Bar Exam and be admitted to practice law in the State of Michigan within the first year of employment to continue employment as a Law Clerk. Must successfully complete training and obtain state certification as a certified electronic operator (CEO) to operate courtroom recording equipment and record official court record. Possession of a valid vehicle operator's license. Must pass a pre-employment physical, mental exam, pre-employment drug and alcohol tests, and criminal and civil record checks. Employee will be fingerprinted

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

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



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TRIAL COURT

Pretrial Officer (\$42,259 - \$56,630)

Note: This is a grant funded position.

Required: Bachelor's degree in criminal justice, corrections, social work or a related field.

Special Requirements: Required to conduct defendant interviews in an office setting, a jail or in-custody environment. State mandated certification as a Certified Criminal Justice Professional, or similar state certification, for substance abuse counseling and assessments is required within one year of employment. Must possess a valid vehicle operator's license. May perform work in an environment that involves a moderate degree of hazard. May be assigned to work at any Berrien County Trial Court location during the course of employment and submit to random drug and alcohol testing per the Court's policy.

Desired: Excellent communication skills, both oral and written; demonstrated ability to condense large volumes of information into clear and concise reports; a working knowledge of the Criminal Justice System; analytical ability to evaluate the strengths and weaknesses of the defendant's legal position and sentencing options if a conviction is obtained; demonstrated ability to interview or counsel individuals from a variety of backgrounds; use diplomacy and tact in dealing with others; quickly analyze and resolve problems. Knowledge of the criminal law component of the Michigan court system. Computer experience creating spreadsheets, charts, graphs, word documents, etc.

Duties: Under the general supervision of the Chief Probation Officer, is responsible for evaluating defendants for their risk of failure to appear at Court and risk to public safety. This process is accomplished by interviewing defendants at the jail, following the booking process, and making recommendations concerning the amount of conditions of bond, which may be imposed by the Court at arraignment. Provides information and recommendations regarding defendants to Judges and other Court personnel; supervises and monitors defendants released from custody to ensure compliance with Court ordered bond terms and conditions (Example: drug testing, curfew, no contact orders, etc.). This position conducts a detailed investigation into the criminal background, work and financial status, residence stability, among other relevant factors, to determine the eligibility for pretrial release. Pretrial Officer uses a risk assessment instrument and motivational interviewing techniques to identify risk factors and needs of defendants. When requested by the Judges, monitors the collection of urine and saliva specimens and conducts breath analysis as ordered by the court and maintains accurate records regarding testing. Identify alcohol, drug, mental health, and /or other problems during interview and refers clients to community rehabilitation programs that provide treatment for substance abuse, mental health and/or emotional problems as appropriate. Testifies in court as appropriate, as the program representative. Completes special projects and other duties as assigned. Serves as an at will employee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Specialty Court Manager (\$51,133 - \$68,522)

Required: Master's degree in a behavioral health related field, or any master's degree with one year experience in a medical or behavioral health, criminal justice, social work or related field **OR** Bachelor's degree in a behavioral health related field, with 3 years of experience in a medical or behavioral health, criminal justice, social work or related field.

Note: A copy of college transcripts **must** be provided with the submission of the application.

Desired: Comfortable speaking in public with strong written and verbal communication skills. Past managerial experience preferred, along with prior history operating database systems. Working knowledge of the DSM-V and behavioral health terminology extremely beneficial.

Special Employment Conditions: The Specialty Court Manager position is not a general fund position. The salary/benefits of this position and some behavioral health staff come through a local millage, state programs, and grand funds. The Court reserves the right to discontinue this position in the event that any of these funds should become unavailable at some time in the future. Person in this position will have regular contact with people convicted of criminal offenses. This position may deviate from the general work hours of 8:30 a.m. to 5:00 p.m. with prior approval. Employees must possess a valid vehicle operator's license, pass a pre-employment physical and drug test, and are required to submit to random alcohol and drug screening tests during the course of employment. Appropriate speech and dress as well as a high level of personal professional conduct for work in a Court setting is required in accordance with the standards established by the Chief Judge. Regular, reliable and predictable attendance is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be assigned to work at any Berrien County Trial Court location during the course of employment. Works flexible hours as assigned in order to fulfill the duties of the Specialty Court Manager. Serves as an at will employee.

Duties: Under the general supervision of the Trial Court Chief Judge and Trial Court Administrator, the Specialty Court Manager is an at-will exempt Trial Court employee who is responsible for administration of the Berrien County Problem Solving Court programs and other behavioral health programs as assigned. Engages community partners, funding agencies, and stakeholder groups to assure the success of therapeutic justice programs. Engages in collaboration, implementation, and monitoring of the local Community Corrections Comprehensive Plan and Application under Public Act 511 (PA511). The Specialty Court Manager acts as an advisor to the CCAB and liaison between the CCAB, Trial Court, and the Michigan Department of Corrections, continually providing necessary information to these entities in an effective and timely fashion. Researches, recommends, and writes grants as directed to obtain funding for various Trial Court specialty courts, projects and programs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Trial Court Clerk II (\$28,863 - \$38,679)

Required: High school diploma or GED and one year of general clerical experience. Minimum typing speed of **40 words per minute net**. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Desired: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various word processing and spreadsheet computer software programs.

Special Employment Conditions: Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing and background check, before employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained. Regular, reliable and predictable attendance. Ability to maintain confidentiality, effective working relationships with other employees and interact effectively with the general public. May be required to obtain state certification as a certified electronic recorder (CER) or certified electronic operator (CEO); subject to random alcohol and drug testing per the Court's policy. May be assigned to work at any Berrien County Trial Court location during the course of employment.

Duties: Performs public, police and assignment counter duties; cashier, daily balancing and bookkeeping duties; assignment clerk, courtroom clerk and backup court recorder duties as directed. Performs computer data entry, which includes opening, updating, disposition of cases, and post-judgment activities. Receives and receipts payments of bonds, fines, costs, fees, and other moneys, including probation supervision fees and restitution payments. Accepts pleas in traffic civil infractions cases; assesses fines and costs as directed by the judges. Answers telephones and responds to inquiries regarding court fines, costs, fees, etc., court schedules and information regarding the Civil and Criminal Divisions. Receives and processes departmental mail; prepares judgments, calendar, processes garnishments, and case file vouchers. Swears in persons on complaints and witnesses signatures. Recalls outstanding warrants; types correspondence, pretrial sentence reports and scheduled appointments. Cross-trained with other similar positions within the Trial Court. Operates computers and office equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

TRIAL COURT

Trial Court Clerk II – Self-Help Legal Resource Center (\$14.00/hr.)

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

Required: A high school diploma or GED; minimum one year of general clerical experience; minimum typing speed of **40 words per minute net**.

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

Desired: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules.

Special Employment Conditions: Possession of a valid vehicle operator's license. Employees will be fingerprinted. Regular, reliable and predictable attendance is required. Ability to maintain confidentiality; effective working relationships with other employees and interact effectively with the general public.

Duties: The Temporary Clerk II LRC position is a part-time employee within the Self-Help Legal Resource Center, which assists patrons by explaining available resources which improve public access to the court. The position requires extensive knowledge of processes and procedures across all divisions of the trial court, with a strong emphasis on customer service. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.