



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 ~ October 26, 2020 – October 30, 2020

ANIMAL CONTROL

Animal Shelter Clinical Assistant (\$11.00/hr. - \$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.

Required: Associates Degree in Animal Science or related field; and two (2) years of experience in an animal shelter setting or veterinary office **OR** High School Diploma or GED; and four (4) years of experience in an animal shelter setting and/or veterinary office.

Special Requirements: Completion of (8) hours of instruction from a veterinarian in the use of sodium pentobarbital with certification by the veterinarian within 90 days of employment as demonstrating competency to give intercardial, intraperitoneal, and intravenous injections, and to make appositive determination of death. Possession of a valid vehicle operator's license and a vehicle is required. Regular, reliable and predictable attendance. Minimum score of 60% on Computer proficiency test in Microsoft Office. Ability to communicate effectively with people of all social-economic backgrounds and cultures, including emotional pet owners. Must be able to work in an environment with pet related noises, animal feces and urine, and an environment where euthanasia of animals occurs.

Desired: Certification as a Veterinary Assistant or Licensed Veterinary Technician. Personal initiative and the ability to effectively plan and organize work. Knowledge and ability to use social media outlets.

Duties: Under the direction of the Kennel Supervisor, maintains an effective system for supply ordering and inventory for medical operations, ensuring costs are managed efficiently. Under the direction of the Kennel Supervisor, monitors medical supplies for expiration. Maintain DEA drug logs. Ensure proper intake protocols and medical wards are appropriately maintained. Performs, assists, and properly document euthanasia. Relays messages from veterinarians regarding the treatment of specific cases and answer questions regarding the daily care and treatment of animals with the Kennel Supervisor and Director. Maintains good relationships with local veterinarians to continue care of all animals. Selects animals for spay/neuter. Provides input for training and development of animal health/enrichment, staff and volunteers, along with recommendations of volunteer needs, working with the Volunteer Coordinator. Performs weekly clinic rounds with a Veterinarian to assure health of all animals. Assists Veterinarian when necessary. Coordinates and assists in the transfer of animals. Assists the Animal Control Director in actively promoting adoption days; promoting adoptions through social media and other advertising outlets; develops educational literature and programming. Assists in the conduct of rabies shot clinics, fund raising opportunities, and other outreach efforts of the Animal Control Department. Performs other duties as assigned by the Animal Shelter Kennel 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.

ANIMAL CONTROL

Kennel Worker (\$9.65/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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BUILDING & GROUNDS

Advanced Sanitation Worker (\$27,631 - \$31,081)

Required: High school diploma or equivalent and a minimum of five (5) years' experience in custodial services. Must have advanced computer skills and be able to navigate online manuals, certification programs, testing and troubleshooting electronic equipment.

Special Requirements: Must be able to wear Personal Protection Equipment (PPE) through an entire shift. (normally 7.5 Hrs.) Must take and successfully pass OSHA Compliance Training within the first 90 days of employment. BBP – Blood borne Pathogens. PPE – Personal Protection Equipment. Hazcom - Hazard Communication. Respiratory Protection. Must be able to navigate and fully understand online training for chemical foggers and UVC light equipment. Must pass background checks and physical prior to the start of employment. Must have a valid Michigan driver's license with safe driving experience. Must be able to lift 50lbs repeatedly. May be subject to call in during off duty hours. May be required to work any shift. **Note:** Required training will be funded by Berrien County.

Desired: Experience in advanced custodial techniques such as biohazard clean up and operating of advanced sanitizing equipment. Must be a self-starter and able to work alone or without supervision.

Duties: Perform all duties required to pre and post sanitize any Berrien County building and/or vehicle. Operates and maintains all custodial and specialized sanitation equipment. Ensures that specialized equipment is in a state of constant readiness. Attends web and on location training as required and directed. Performs independent research in order to properly identify the techniques and procedures required by unique cleaning situations. Instructs other County staff in the proper use of Personnel Protective Equipment (PPE), specialized equipment, and materials used in these advanced sanitation functions as required. Prepares and mixes cleaning and sanitizing chemicals per instructions. Dusts, sweeps, vacuums, mops and polishes furniture, floors, elevators, walls and woodwork; washes windows, walls and floors. Disposes of refuse and is responsible for building recycling. Cleans and maintains building lavatories and drinking fountains and replenishes all dispensers. Responsible for inventory and stocking of custodial supplies. Performs minor maintenance tasks if assigned. Responsible for securing and monitoring facilities. Complete special projects or tasks assigned by the Buildings and Grounds Superintendent or designated 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.

BUILDING & GROUNDS

Building & Groundskeeper (\$27,631 - \$31,081)

Required: One year of grounds keeping experience in a commercial setting. High school diploma or equivalent. Must have a current Michigan driver's license. Must be able to lift 70 pounds; frequently stands, sits, squats or kneels for extended periods of time; ability to distinguish colors. Regular, reliable and predictable attendance.

Duties: Under the supervision of the Building and Grounds Team Leader, performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings by cutting grass, weed whipping/removal, edging, blowing, trimming shrubs and trees, fertilizing, raking leaves, and picking up debris. Maintains parking lots and sidewalks--sweeps, shovels snow and salts walkways. Operates a variety of equipment and tools, such as lawn mowers, tractors, trucks, plows and related equipment in performance of job duties. Responsible for the operating condition of said equipment. Assists with performing building maintenance duties and tasks assigned; may deliver mail, packages; open and closes county buildings as directed. Completes special projects and assignments as required by the Building and Grounds supervisory 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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BUILDINGS & GROUNDS

Custodian (\$23,749 - \$26,715)

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.

BUILDING & GROUNDS

Custodian (\$10.86/hr.)

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

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

Duties: Perform a variety of custodial related tasks for all Berrien County facilities. Duties include floor care, sweeping, mopping, waxing and buffing. Other duties as assigned. Completes special projects and assignments as required by the Building and Grounds supervisory 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.

COMMUNITY DEVELOPMENT

Dispatcher (\$11.25/hr. - \$14.00/hr.)

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

Required: High School diploma or equivalent.

Other Requirements: Must be detail oriented. Must be able to prioritize, multi-task and function in a fast-paced environment.

Physical Requirements: Ability to sit for extended periods of time. Ability to lift up to 15 pounds occasionally. Ability to work extended hours if needed. Ability to work in a fast-paced environment and handle multiple tasks. Ability to follow safety requirements. Ability to pass physical.

Desired: Excellent communication skills, both verbal and written. Knowledge of various computer programs, including Microsoft Office Products. Ability to communicate effectively both verbally and by electronic communication. High degree of professionalism to interact with customers. Ability to accurately enter data into internal computer systems.

Duties: Answer and direct incoming calls. Maintain ongoing effective communication with referring agencies. Maintain up-to-date knowledge about company processes and procedures to provide assistance to customers and referring parties. Assist with general housekeeping duties in the office as needed. Interact positively with employees. Perform all miscellaneous clerical tasks requested, including document preparation, and filing. Maintain accurate files and documentation to meet compliance requirements. Perform other duties as may be required by management. 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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COMMUNITY DEVELOPMENT

Maintenance Technician (\$17.00/hr. - \$19.00/hr.)

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

Required: High School diploma or equivalent and three years minimum experience in truck equipment and installation.

Other Requirements: State Mechanic's Certification and/or training on the following; Engine Repair, Manual Drive Train & Axles, Suspension & Steering, Brake Repair, Heating & Air Conditioning, Engine Performance, Lift Repair. Must have working knowledge and understanding of parts, repair of hydraulics and electrical systems, technical manuals, and the use of technical tools and equipment. Excellent communication skills, both verbal and written. Must be highly organized, detail oriented and able to prioritize.

Physical Requirements: Ability to stand for extended periods of time. Ability to lift up to 50 pounds frequently. Ability to bend and stoop frequently. Ability to work in a fast-paced environment and handle multiple tasks. Ability to follow all safety requirements.

Note: This position may work in all weather conditions.

Duties: Inspect vehicles for safety, including mechanical and electrical maintenance. Maintain inventory of parts and manuals. Contract and arrange for unusual or heavy maintenance work to be done by other facilities. Generate and maintain accurate and complete work order data for each vehicle and equipment for future reference. Perform preventive maintenance on all vehicles and equipment. Install and repair equipment. Operate and test equipment. Perform general housekeeping of bays and shop. Rescue stuck vehicles or vehicles that have broken down. Perform all other duties that may be required by management. 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.

COUNTY CLERK

Deputy Circuit Court Clerk I (\$25,119 - \$28,256)

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.

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: 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 Court Clerk II / Equipment Operator (\$27,631 - \$31,081)

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.

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.



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FRIEND OF THE COURT

Domestic Investigator (\$45,573 - \$61,071)

Required: A Bachelor's degree in social work, psychology or related field is required. Previous social work or related experience is preferred; **OR** a High School diploma or equivalent and a minimum of four (4) years full-time experience in direct human service counseling and/or investigative duties with a criminal justice agency.

Special Employment Conditions: Employees must possess a valid vehicle operator's license and pass a pre-employment physical including drug screening. Random drug screening may be a condition of continued employment. Employees of the Berrien County Trial Court shall not have any felony convictions and shall be fingerprinted. Regular, reliable and predictable attendance is required. Friend of the Court employees must possess an ability to effectively and tactfully communicate with individuals from a wide variety of socio-economic backgrounds. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

Desired: Proficiency in writing, interpersonal, and communication skills. Efficiently manage time, prioritization, and productivity. Exhibit sound judgment and ability to work as part of a team. Familiarity with Michigan Court Rules, Michigan statutes relating to child custody, parenting time, and child support, Office of Child Support policy, Michigan Child Support Guidelines, and Court practices and procedures. Competency with computers, computer programs and Microsoft Office products.

Duties: Conducts investigations and prepares reports and recommendations regarding custody, child support, parenting time, health expenses, domicile, finances, home environment and the care of minor children for domestic relations cases. Investigations may include review of documentation, interviews, home visits, and communication with attorneys, social service agencies, schools, and other related professionals. Investigates financial ability and earning capacity of parties involved in domestic relations actions; prepares recommendations regarding child support, medical support and health insurance coverage. Reviews cases to determine child support arrearages; assists in collecting child support payments. Develops and manages parenting time schedules in contentious domestic relations cases as directed by the Court. Answers questions and assists in resolving disputes between litigants regarding domestic relations issues. Identifies potential problems with parenting time and works to resolve issues between the parties. Prepares and maintains appropriate files, records, and reports; prepares case-related correspondence. Attends and testifies at Court hearings regarding assigned cases. Enforces Court Orders regarding custody, parenting time, domicile, child support, and medical support. Initiates Court proceedings to resolve disagreements between parties as necessary. Investigates complaints regarding the welfare and well-being of dependent minor children and directs parties to proper resources or authorities. Regularly confers with parties and attorneys regarding domestic relations cases. Assists walk-in clients and receives phone inquiries regarding domestic relations cases; provides appropriate information. Responds to inquiries from and communicates with parties, attorneys, social service agencies, law enforcement, schools, Court personnel and others. Explains Friend of the Court policies and procedures; provides and obtains case related information. Prepares and approves proposed Court Orders as required by the Court. Completes special projects and assignments as requested by the Friend of the Court. Attends professional development training 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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FRIEND OF THE COURT

Office Assistant (\$28,297 - \$37,920)

Required: A High School diploma or equivalent and previous clerical or related experience is preferred. A minimum 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.

Special Employment Conditions: Employees must possess a valid vehicle operator's license and pass a pre-employment physical including drug screening. Random drug screening may be a condition of continued employment. Employees of the Berrien County Trial Court shall not have any felony convictions and shall be fingerprinted. Required to be a Notary Public upon employment. Regular, reliable and predictable attendance is required. Friend of the Court employees must possess an ability to effectively and tactfully communicate with individuals from a wide variety of socio-economic backgrounds. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

Duties: Under supervision of the Friend of the Court Deputy Director, perform routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as answering phones, assisting walk-in clients, processing daily mail, scanning, indexing and routing documents in the electronic case management system, processing and mailing office correspondence as instructed. Performs receptionist duties; acts as the first point of contact and assists office clientele; provides information to the public regarding departmental policies and procedures. Performs switchboard operation duties; answers the phone, transfers calls to appropriate department staff, as necessary, and takes messages when staff are unavailable, screens calls as appropriate. May schedule appointments for various meetings and programs. Prepares and maintains department files according to established 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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HEALTH DEPARTMENT

Public Health Nurse (\$22.82/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: Support contact tracing. 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. Provides and maintains a confidential environment. 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

Customer Service Audio/Video Specialist (\$40,456 - \$45,505)

Required: Bachelor's degree in electronics or computer-related field and a minimum of 1 year full-time experience in a business environment in IP Audio/Video systems support and installation **OR** Associate's degree in electronics or computer-related field and a minimum of 3 years full-time experience in PC hardware/software support in a business environment and at least 1 year full-time experience in IP Audio/Video systems support and installation. Must have a valid driver's license, ability to lift 50 lbs at least 3 feet off the ground and have regular and reliable attendance.

Desired: Knowledge in standard office software applications (Email, word processing, spreadsheets, etc.) Basic knowledge of network wiring and good communication and customer service skills.

Duties: Supports and serves as point of contact for IP Audio/Video applications. Troubleshoots and diagnoses problems related to IP Audio/Video equipment throughout the County. Supports and serves as point of contact for third-party applications. Works with outside vendors, I/S personnel, and other County staff members to ensure system reliability. Installs PC software and new systems. Makes changes to PC configurations (based on County standards). Installs, repairs, troubleshoots and diagnosis PC's, network attached devices, and any I/S supported devices. Responds to trouble tickets initiated through Help Desk data base. Performs preventative maintenance. Orders replacement parts. Makes recommendations for purchasing parts and hardware. Carries cell phone and responds to calls on a call-in basis. Uses County Help Desk software to track call history. Provides guidance to new customers in use upon installation of PC's, network attached devices and any I/S supported devices. Maintains general cleanliness and order in work areas. Makes recommendations to Operations Manager concerning planning, installation, and maintenance of equipment. Completes special projects and assignments as requested by Operations Manager and/or Director of I/S. 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.

JUVENILE CENTER – 24 hour facility

Temporary Youth Specialist (\$14.35/hr.)

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

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

Duties: The Temporary Youth Specialist works as an on-call employee to fill temporary vacancies in the fulltime Youth Specialist schedule. Participates in supervising and reporting on programs. 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 Youth Specialist II (\$37,082)

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 (\$33,712 - \$43,028).

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.

PROSECUTOR'S OFFICE Legal Secretary II (\$14.16/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.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer ~ October 26, 2020 – October 30, 2020

PUBLIC SAFETY COMMUNICATIONS CENTER

Public Safety Dispatcher (\$40,101)

Required: High School Diploma or equivalent certificate. Minimum of one (1) year experience as a Dispatcher, performing Public Safety related telecommunications duties as outlined above, or a minimum of three (3) months experience as a Call-taker at BCPSCC. 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: Must have a 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 and a background in Law Enforcement, Fire Science or Emergency Medical Response. Ability to act quickly, accurately, perform more than one function at a time, work effectively with other staff and the general public under all conditions.

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/telephone 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. Senior employees of this class may be designated to as a Shift Leader to assist or perform specific Communication Center Supervisor duties as assigned. 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. May be assigned to train staff in performance of new assignments. 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

Medium Equipment Operator (\$19.00/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.



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ROAD DEPARTMENT

Operations Engineer (\$73,430 - \$82,646)

Required: Bachelor's degree in Civil Engineering and must be a licensed Professional Engineer in Michigan. Five years of progressively more responsibility at a firm or state or local government agency working in the area of transportation related to road systems. Regular, reliable and predictable attendance is required. A valid vehicle operator's license is required.

Desired: Knowledge of methods of planning, developing and administering programs; reporting methods and techniques; the principles and practices of transportation engineering; the equipment, testing and investigative methods and laboratory procedures related to transportation engineering; state, federal and local laws related to the work and training techniques. Ability to plan, direct and coordinate programs and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved; formulate policies and procedures relevant to program areas based on information of conceptual nature from varied and complex sources; interpret complex rules and regulations; communicate with others verbally and in writing; perform research work and to make comprehensive recommendations on transportation engineering issues; read, interpret and prepare engineering plans, specifications and technical reports; organize, evaluate and present information effectively; promote and maintain favorable public relations; maintain a high level of professionalism and confidentiality. This position requires advance knowledge in the field of work. Responsible for highly complex assignments, with scope of responsibility being significant. The job function has considerable impact within the County.

Duties: Develops and maintains a maintenance operations manual and coordinates/develops a maintenance strategy that compliments and/or supplements asset management plans for roads, bridges and culverts. Develops a "sensible salting" standard and continues investigating and developing winter operation standards/procedures to effectively handle snow and ice removal. These activities could include recommendations on truck purchases and equipment necessary to effectively track winter operations, including familiarity of automated vehicle locator systems and road weather technologies such as the Maintenance Decision Support System (MDSS) and the use of winter weather severity index and predictive models. Oversees and directs the survey, design and construction of County culverts and bridges, including: preliminary cost estimates, preliminary design, right of way acquisition, final design, project specifications, bidding documents, construction inspection, pay estimates, material testing and project documentation. Continuously evaluates and reports on the condition of bridges and culverts, recommending projects for maintenance, repair, reconstruction or replacement. Oversees biannual bridge and culvert inspections. Continuously reviews new and improved materials, equipment and construction techniques in order to secure better and/or more economical results in the design, inspection and construction of County infrastructure. Reviews, makes recommendations and causes to be inspected the proposed plans and construction related to County road right of way which may be put forth and implemented by various consulting engineering firms, municipalities and public utility companies. Manages an assigned program in order to carry out the department's statutory responsibilities, which may include consultation, investigation, evaluation, and plan design. Coordinates the development of professional transportation engineering training programs for Road Department staff. Maintains liaison with other agencies, organizations, and employees to coordinate technical programs. Serves as a technical consultant and liaison staff to industry and governmental agencies in the assigned areas. Maintains records and prepares reports and correspondence related to the work performed. Completes special projects and performs other duties as assigned by the Road Department 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

Project Engineer (\$55,169 - \$62,093)

Required: Bachelor's degree in civil engineering and additional related work or coursework in the road transportation area.

Special Requirements: Regular, reliable and predictable attendance; holds an EIT through the State of Michigan or a state recognized by Michigan and an ability to obtain a state license in four years of date of hire. Valid driver's license.

Duties: Serves as designated project engineer on selected local, state and federally funded projects. Responsible for road engineering projects done under 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. 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 (\$47,706)

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 (\$47,706)

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

Emergency Management Technician (\$27,631)

Required: A high school diploma or equivalent and a minimum of four years of clerical experience; **OR** an Associate's Degree in secretarial science or related field and minimum of two years clerical experience. A minimum typing speed of **50 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: Must successfully complete Professional Emergency Management (PEM) certification within two years of employment and maintain certification by completing 24 hours of instruction each year.

Duties: Receives and answers confidential or other responsible inquiries. Assists in setting up Emergency Operations Center. Coordinates the activities of Emergency Operations Center in absence of the other EMHSD staff during drills, incidents, and federal evaluated exercise. Assists municipalities during times of local emergency by directing them in the process and steps necessary to obtain a "Local State of Emergency" and a Governor's "Local State of Emergency" or "State of Disaster" and prepares requests for forwarding to State. Reviews and writes Emergency Operation Plans, and Standard Operating Procedures to comply with State and Federal guidelines and meets with Annex Heads for any changes on an annual basis. Updates and maintains Resource Manual. Prepares articles for news media release. Assists in preparing budget for Emergency Management grant. Assists in the planning and preparation of the annual work agreement. Ensures that various objectives are met during each quarter. Prepares quarterly reports for MSP EMHSD. Appointment to Local Emergency Planning Committee (LEPC). May supervise and coordinate clerical activities and personnel. Schedules and maintains calendar for EOC. Prepares notices, memorandums, correspondence and reports. Record and transcribe meeting minutes. Prepares legal forms and documents. Operates a variety of office equipment such as typewriter, network computer, including word processing, spread sheets, e-mail and printer, micro-processing transcriber, duplicating and facsimile machines in the performance of job duties. Order and maintain office supplies and equipment. File and maintain office records. Review EMHSD training schedules and activities to comply with PEM certification and EMPG requirements. Maintain LEIN TAC certification and manage EMHSD LEIN access as described within the TAC responsibilities. Perform related work as required. 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

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.



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SHERIFF'S DEPARTMENT

Records Clerk III (\$10.75/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.

TRIAL COURT

Assistant Supervisor (\$31,127 - \$41,713)

Required: Associates degree in business, office management, liberal arts, or criminal justice and a minimum of 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 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 in accordance with the standards established by the Judicial Council. 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 required to obtain state certification as a certified electronic recorder (CER) or certified electronic operator (CEO) as directed. May be assigned to work at any Berrien County Trial Court location during the course of employment. Submit to random drug and alcohol testing per policy.

Duties: Assists in the supervision and evaluation of the department's clerical staff; serves in the capacity of the office supervisor in his/her absence. Completes training to competently perform all Court Clerk II duties within the department assigned. Trains departmental Court Clerk II position. Acts in the capacity of any departmental Court Clerk II in his/her absence for the length of time designated by the office supervisor. Responds to court patrons at the public or police counters and on the telephone as required; explains court policies, procedures, documents, fine/costs schedules, fees and provides information as appropriate. Accepts pleas in traffic civil infraction cases; assesses fines and costs as directed by the Judges. Performs data entry, schedules court calendars, prepares files and documents, and sends court appearance notices as directed within the department assigned. Assures that departmental paperwork is accurate and processed and completed timely. Reviews and makes corrections as needed for reports and documents, including state mandated caseload and case flow guidelines reports. Assists with record retention and destruction as directed. Cross-trained with other similar positions within the Trial Court. Prepares and/or completes various templates, forms, records, and reports for use by the Court. Operates computers and office equipment in the performance of job duties. Performs miscellaneous clerical tasks. 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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TRIAL COURT

Deputy Register (\$14.22/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 will not be filled and funded until 2020.

Required: Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or governmental office experience; demonstrates strong analytical skills and a net typing speed of **40 WPM net**. Must attain a minimum score of 75% on selected computer proficiency tests. May be required to obtain and maintain SCAO Certified Electronic Operator certification. Regular, reliable and predictable attendance.

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 of the Intake Manager-Juvenile Register and/or Probate Register, performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences, prepares paperwork and certified documents, answers the phone and responds to inquiries. Types material and uses a computer to maintain information. Receives petitions, orders, inventories, accountings, and other legal documents related to juvenile, child protective and probate proceedings, and examines them for sufficiency, accuracy and completeness. Responds to inquiries from citizens, attorneys and others; provides information, receives and receipts filing and other statutory fees. Attends court hearings and assists as required in creating court records of proceeding, responds to any procedural and factual questions of the judge, docket judge's order and follows up on any instructions beyond the order. Schedules case conferences, citation hearings or show cause hearings for those fiduciaries that are not fulfilling their responsibilities in a timely manner, and arranges service on interested parties for those conferences/hearings. 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

Juvenile Probation Officer (\$41,431 - \$55,519)

Required: Bachelor's degree in social work, psychology, criminal justice, behavioral science or related field and a minimum of one year paid full time experience working with youth within the juvenile court system or social service agency. **Must submit college transcripts with the application.**

Special Requirements: Complete the Michigan Judicial Institute (MJJ) juvenile probation officer certification training within two years of employment. Working knowledge of developmental and child psychology, family dynamics, behavioral disorders and appropriate interventions required. Computer literacy, organization skills, attention to detail, excellent written and verbal communication skills and the ability to work with diverse populations are essential. Ability to maintain the confidentiality of information and professional boundaries. Requires access to transportation while performing the duties of the job and must possess and maintain a valid, unrestricted Michigan driver's license, personal auto insurance, and must maintain eligibility to drive as per the County's Vehicle policy. Must pass a pre-employment physical, drug test, and a criminal and civil record check. A mental health screening may be conducted before or during the course of employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Judicial Council. Regular, reliable and predictable attendance 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. Submit to random drug and alcohol testing per the Court's policy.

Desired: Thorough knowledge of the theory, laws, and procedures pertaining to probation activities, casework supervision, counseling skills and techniques, community service process and substance abuse. Knowledge of the criminal law component of the Michigan court system. Master's degree in one of the aforementioned programs and two years of casework in a juvenile court or related child welfare agency desired.

Duties: Reviews new petitions and conducts pre-disposition investigations to prepare written reports and make recommendations to the court. Manages a caseload of delinquent youth under the jurisdiction of the Berrien County Trial Court-Family Division, which includes the development and implementation of individualized treatment and counseling plans for probationers and their families. Evaluates risk assessment tool outcomes and selects appropriate programs for probationers and their families to address identified risks/needs. Management of cases may include field work within the home, school and community environments. Maintains and documents organized contact with child, parents, schools, police and other agencies to verify information, obtain reports, monitors progress, and completes evaluations or assessments of court-engaged youth. Explains court orders to youth and families to increase assurance that youth follow through on court directed appearances, community service, payment of fines and/or restitution and other court ordered conditions. Maintains records and prepares reports reflecting child's progress, case contacts and other summaries as required. Maintains caseload reports and participates in data collection efforts to assist the Court Services Department with overall goals. Maintains productive working relationships with the judges, co-workers, police agencies, social service agencies and others; follows department policies, regulations and procedures during the course of job duty assignments. Works as part of a team to ensure that the team meets its objectives. Recommends social services agencies or community organizations to clients and families; refers clients to treatment programs based on need and in compliance with terms of probation. Provides testimony as an officer of the court; collects samples or specimens to test for alcohol or substance abuse. Recruits, investigates and makes recommendations regarding licensing of shelter and foster homes. Conducts training sessions with foster parents. Transports juveniles to hearings, other agencies, foster homes or placements appropriate to the individual case. Attends seminars, administrative staffing and staff meetings as required. Represents the Trial Court Probation Department to the community; prepares and presents speeches and presentations to various offender and community groups as requested. Coordinates a panel of volunteers and manages cases assigned to the Community Restorative Board. May manage juvenile probation cases off-site within a school or other agency setting. Flexible/non-traditional hours may be required for special projects or to maintain a specific caseload. May work a flexible workday or workweek schedule as directed by supervisory personnel. 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.



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 ~ October 26, 2020 – October 30, 2020

TRIAL COURT

Mental Health Court (MHC) Coordinator (\$19.31/hr.)

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

Required: Associate's degree in criminal justice, health science, social science, social work, business or other related field and two years of experience in a related field **OR** Bachelor's degree in above referenced fields is preferred. **Must submit college transcripts with application.**

Desired: Should possess strong computer skills, including knowledge of work, spreadsheet, presentation, and database solutions. Comfortable speaking in public with strong written and verbal communication skills. Foreign language skills or past experience working with diverse populations is a plus.

Special Employment Conditions: Person in this position may work out of multiple office locations in Berrien County, depending on the program's coverage needs, and will have regular contact with people convicted of criminal offenses. Must possess a valid vehicle operator's license. Regular, reliable and predictable attendance is required.

Duties: Serves as liaison for and among MHC stakeholders and team members. Interacts with MHC participants following referral and throughout the program to maintain current records and information adhering to all confidentiality requirements. Administers drug and alcohol tests as required by the program. Assists with the monitoring of participants as required by the program. Makes recommendations to judge regarding appropriate sanctions and incentives for participant's behavior, as needed. Assures all paperwork and documents relating to the program are accurately assimilated into court or program files and bills or invoices are paid accurately and timely. In collaboration with the probation officer and MHC Case Manager helps facilitate the execution of court orders including, but not limited to, organizing stays in treatment or detention centers, arranging for transportation and coordinating access to community resources for participants. Collects and submits all data as required by the State Court Administrator's Office (SCAO) via its established electronic database system. Maintains close professional working relationships with judges, probation officers, court staff, law enforcement agencies, social service agencies, and others in the county. Arranges for and attends review hearings and meetings associated with the MHC, including stakeholder gatherings. Assists in the writing of all grant applications, policies and procedures associated with the program. Prepares and distributes program reports and statistics as required by the SCAO or at the request of MHC stakeholders. Performs other duties as directed by the MHC Judges and the Civil/Criminal Division Administrator or 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.



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TRIAL COURT

Misdemeanor Probation Officer (\$41,431 - \$55,519)

Required: A bachelor's degree in criminal justice, social work, psychology or related field and one year of paid, fulltime professional probation or counseling experience. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance.

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

Special Employment Conditions: State mandated certification as a Certified Criminal Justice Professional, or similar state certification, for substance abuse counseling and assessments is required within one year of employment. May perform work in an environment that involves a moderate degree of hazard. Required to conduct defendant interviews in an office setting, a jail or in-custody environment. Effective working relationships with other employees and interact effectively with the general public; ability to maintain confidentiality. May be assigned to work at any Berrien County Trial Court location during the course of employment.

Duties: Supervises persons placed on probation to ensure compliance with court-ordered probation. Administers assessments and evaluates an individual's risk to public safety and selects appropriate programs for probationers. Develops and implements individualized treatment and counseling recommendations for probationers in conjunction with the application of the assessment tools. Assists probationers with employment searches, enrollment in and attendance completion of school or GED programs, training to improve life and work skills and other rehabilitative measures. Conducts individual alcohol and/or drug urine or saliva collections for testing as directed. Investigates backgrounds of individuals convicted and awaiting sentencing. Analyzes and prepares written or oral presentence investigation reports and social histories. Recommends in writing the appropriate sentence, including fine, costs and restitution after completion of the presentence investigation or substance abuse assessments. May supervise a specialized caseload as directed by the Chief Probation Officer. Testifies in court. Maintains positive working relationships with judges, co-workers, police agencies, social service agencies, and others. Maintains case records, prepares reports, violation warrants, and correspondence related to work. Required to maintain on-call status outside of the regular court business hours. 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 (\$28,297 - \$37,920)

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.