



# BERRIEN COUNTY PUBLIC POSTING

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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 ~ March 25, 2019 – March 29, 2019

## COUNTY CLERK

### **Deputy County Clerk I (\$24,627 – \$32,097)**

**Required:** Graduation from an accredited high school, which includes or is supplemented by courses in bookkeeping and typing and two years of clerical experience; **OR** 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-to-year basis. 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.

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

**Duties:** Assists the County Clerk in the performance of clerical bookkeeping and secretarial activities involving the Clerk's Office and the Circuit Court. Records index and files vital statistics and records; prepares election tally sheets and assists in compiling election returns; prepares, administers, records, and files oaths of office; issues certified copies of vital statistics; issues concealed weapons permits. Files notary bonds and issues commissions. Assists in posting to and maintaining a general ledger; posts cash receipts and balances cash; processes marriage license applications, and other records. Prepares official minutes of the Board of Commissioners and other boards. Other duties as assigned.

### **Deputy Court Clerk II - Equipment Operator (\$27,089 - \$35,305)**

**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

### **Elections Administrator (\$36,056 - \$46,989)**

**Required:** Bachelor's degree in a related field; **OR** an associate's degree and two years of related experience; **OR** a high school diploma or GED and four years of related experience. Typing speed of **40 wpm 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:** Ability to lift 35 to 40 pounds. Demonstrated proficiency with Microsoft Office suite products; regular, reliable and predictable attendance and possession of valid driver's license. Subject to a background check and fingerprinting.

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

**Duties:** Performs unique computer programming/coding for city, township, village, and school elections in Berrien County. Prepares memory cards for every precinct for each election. Responsible to maintain the statewide Qualified Voter File (QVF) for the County and preparation of same for all elections. Creates detailed voter reports as requested by candidates, local clerks and the public in all media (CD, paper, label format and electronic Excel reports). Coordinates training for local clerks and election inspectors; creates training materials as needed; develops training seminars for clerks regarding new election legislation, procedures, equipment, etc. Disseminates information, timetables, etc. to clerks for all types of elections—city, township, school, county, state, and federal. Coordinates all aspects of school elections and other elections as needed. Prepares and publishes all notices of Notice of Registration and Notices of Election for all elections. Acts as the county clerk on the County Elections Commission in the absence of the county clerk. Summons and assists the County Board of Canvassers; prepares canvasses for all state, county, city, township, village, and school elections; maintains a permanent record of all canvasses; receives processes and records local jurisdictions' election returns and distributes final reports of canvasses. Calculate and invoices local jurisdictions for canvasses, publications, programming fees, etc. and supervises the payment of same. Supervises the inventory of election supplies for each election cycle. Evaluates election supply needs and recommends purchase as necessary. Reviews spreadsheets/documents for accuracy for notices of election to precinct delegates and for certificates of election to all elected candidates; supervises all Campaign Finance filings and retention system; responsible for the notification to candidates for late fees and for the collection of same; responsible for retention schedule of all election-related records; coordinates the distribution of voter registrations to local jurisdiction in compliance with Secretary of State Rules and procedures. Backs up the Circuit Court File Clerk I. Assists at the counter and phone customers for the criminal division. Balance the daily election financial transactions in software application. Completes special projects and assignments as required by the County Clerk 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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## TREASURER'S OFFICE

### Senior Treasury Clerk (\$27,089 - \$35,305)

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

**Special Requirements:** Employees of the Berrien County Treasurer's Office must submit to fingerprints and may be subjected to a criminal record check, credit history check and clearance before employment. Must possess a valid vehicle operator's license; regular, reliable and predictable attendance.

**Duties:** Under general supervision of the Treasurer and Chief Deputy Treasurer, performs complex administrative duties and responsibilities requiring extensive knowledge of state real and personal property tax law, county and departmental operations, policies and procedures. Serves as a lead worker for the department's tax collection section; acts in the capacity of the supervisor and Assistant Deputy Treasurer in his/her absence. Responds to inquiries; performs property tax research for individuals, banks and mortgage companies, and invoices for services rendered. Processes delinquent real and personal property tax payments and prepares tax receipts. Verifies delinquent tax status for deeds on computer tax system and certifies deeds. Balances cash registers and receipts. Processes dog licenses. Receives monies, including cash and checks; receipts and documents sources; prepares bank deposits and verifies accuracy of deposits; maintains and updates accounts; assists with tax sale process. Completes special projects and assignments as requested. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

## TRIAL COURT

### Deputy Register (\$27,742 - \$37,177)

**Required:** Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of **40 words per minute** net. Possession of a valid vehicle operator's license; 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

### Law Clerk I (\$49,147 - \$65,861)

**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.

## HEALTH DEPARTMENT

### Nurse Practitioner (\$36.90 - \$42.72/hr.)

**Note:** This is a **temporary, supplemental position** working 15 to 20 hours per week, up to 1,000 hours per calendar year. There are no benefits.

**Required:** Certification as an advanced practice nurse in the State of Michigan. Current license to practice as a registered professional nurse. (For family planning services--nurse practitioner or certified nurse midwife. For school-based clinic--nurse practitioner.) **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** Possession of a valid driver'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.

**Desired:** Thorough knowledge of nursing theory and skills. Considerable knowledge of, and ability to apply the principles of, public health nursing theory and practice and of the principles of public health supervision. Considerable knowledge of other agencies' responsibilities and practices as they pertain to public health. Considerable knowledge of current trends, health issues and patterns of care. Working knowledge and appreciation of the contribution of the multidisciplinary team in health services, and the ability to participate in a team relationship.

**Duties:** Obtaining a health history. Assessing health/illness status. Entering a person into the healthcare system. Managing a care regime for patients within established standing orders. Teaching and counseling patients about health and illness. Conduct individual and group instruction. Interpret physicians' orders and instructions to patients. Maintain patient records and follow-up. Provide training and support for clinic 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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## HEALTH DEPARTMENT

### **Clinical Services Client Associate – Niles Office (\$24,627 - \$27,702)**

**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 using electronic medical records. Checks clients in for appointments, verifies insurance and checks clients out, including requesting payment for services. Records 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.

### **Nurse-Family Partnership (NFP) Program Nurse (\$43,627 - \$49,076)**

**Required:** Bachelor's Degree in Nursing; registration as a nurse (RN) in the State of Michigan; no experience required. Possession of a valid vehicle operator's license and a vehicle. Attend multiple training programs required by the Nurse Family Partnership Program. Strict adherence to the NFP program protocols and reporting requirements. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **Note:** Applicants who do not possess a Bachelor's degree in nursing but have a registration as a nurse (RN) in the State of Michigan AND an accumulated total of two years of nursing experience may be considered for this position, although hire is dependent upon an approved variance granted from the NFP National Service Office. Preference will be given to applicants with a Bachelor's degree in Nursing. **A Berrien County application, resume and cover letter are required for this position.**

**Desired:** Full-time experience with childbearing women and children in community health nursing; thorough knowledge of nursing theory and skills; reasonable knowledge of the scope of state and local public health programs; ability to establish interpersonal relationships with women and families from diverse socioeconomic and cultural backgrounds. Ability to work flexible schedule that may include some evenings and weekends.

**Duties:** Assesses physical, emotional, social and environmental needs of women and their families as they relate to health and life course development. Provides counseling and instruction to assist women and their families in attaining targeted goals in areas including prenatal and postpartum care, nutrition, parenting, well child care, family planning, and special health problems. Develops a working relationship with women and their families that promote problem-solving competence. Promotes involvement of other family members in pregnancy, birth and early childcare. Links women and families with community resources which are relevant to their specific needs. Consults and collaborates with other professionals involved in providing services to women and families in their caseload. Records nursing activities according to program protocols. Assumes responsibility for ongoing learning in relation to program implementation. 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 (\$43,627 - \$49,076)**

**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.**

**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

### **Health Program Specialist (\$17.00 / hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. This position is time limited and is anticipated to last approximately 24 months.

**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.

**Desired:** Excellent computer skills and experience with MS Office suite, particularly MS Excel; strong customer service skills; familiarity with community services, population health needs, and cultural dynamics in Benton Harbor. Strong 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. Deep understanding of issues that influence health and health inequities. Fluency in Spanish and English.

**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 family health programs 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. Completes special projects and assignments as requested.



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## HEALTH DEPARTMENT

### **Registered Sanitarian (\$39,663 - \$44,612)**

**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 (\$36,056 - \$40,555). 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.

## 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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## **BUILDINGS & GROUNDS**

### **Building Maintenance Worker (\$29,798 - \$38,832)**

**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.

### **Custodian (\$23,576 - \$30,638)**

**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.

### **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.



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## ANIMAL CONTROL

### **Kennel Worker (\$9.45/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.

## PUBLIC SAFETY COMMUNICATIONS CENTER

### **Dispatch Center Call Taker (\$35,297 - \$46,327)**

**Required:** A high school diploma or GED. No felony convictions. A minimum typing speed of **35 WPM net** is required. Must be able to master telephone system, TDD, department computer applications, and Public Safety radio operation related to position. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**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:** Will be required to work various shifts, holidays and weekends. Regular, reliable and predictable attendance is required. Will be required to successfully complete initial and periodic training and/or certification programs to maintain job proficiency.

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



# 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 ~ March 25, 2019 – March 29, 2019

## SHERIFF'S DEPARTMENT

### Deputy – Enforcement Division (\$45,407)

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

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

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

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

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

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

**Duties:** Perform responsible law enforcement and investigation work to maintain law and order throughout the County; to investigate complaints and provide assistance as required; complete necessary reports, paperwork and other work as required. Patrol an assigned area in a radio-equipped car; maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. May testify in court on criminal or civil cases. Direct traffic as required. Other duties as assigned. 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 – Jail Division (\$45,407)

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

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

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

**Duties:** Perform the correctional functions at the county jail, various courts in the county, and transport inmates as required. Provide care, custody and control of the inmate population of the county, this includes all aspects of corrections, from the initial receiving procedure through the release of the inmate. Perform pressure point control tactics (PPCT), cardiopulmonary resuscitation (CPR) and basic first aid on inmates and/or staff as required while maintaining emotional control under extreme stress. Conduct security rounds, safety checks, inspections, and searches of the inmates and their areas. This also includes touching and feeling to detect weapons, contraband and other items. Conduct criminal and civil investigations as requested. Load, unload, aim, and effectively fire handguns, shotguns and other agency firearms as required during qualifications or situations justifying in the use of deadly force while maintaining emotional control. Communicate via law enforcement radio channels. Perform other tasks and functions required in department policies, procedures, rules, memos, or by command staff. 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.

### Court Entrance Security Officer (\$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. 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.

### Custodial Worker (\$15.00/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 equivalent.

**Duties:** Performs a variety of tasks for the Berrien County Sheriff's Office to include: cleaning and care of epoxy flooring using floor scrubbing machine and cleansers, cleaning of kitchen equipment and appliances, cleaning of laundry appliances and other cleaning duties as assigned by the Sheriff or designee.



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## SHERIFF'S DEPARTMENT

### Records Clerk III (10.00/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 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 and 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. Completes special projects or assignments as requested by supervisor.

## PUBLIC DEFENDER'S OFFICE

### Chief Assistant Public Defender (\$79,149 - \$106,068)

**Application deadline is March 31, 2019, Applications must be received in the Berrien County Personnel Office by 4:00 p.m. on the deadline date.**

**Required:** Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing. At least eight years of criminal defense experience or comparable civil legal services is desired. Demonstrated supervisory experience may be substituted for the required eight years of criminal defense experience. 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. Exercise common sense and good judgment; function efficiently under stressful and distracting conditions. Proven Supervisory techniques. **Note:** the CAPD 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. The CAPD carries a full caseload and receives direct supervision from the Chief Public Defender. The CAPD is responsible for providing supervision to the Public Defender's Office staff, including APDs, investigators and clerical staff in conjunction with the Chief Public Defender. Assists the Chief Public Defender with compliance monitoring on criminal and juvenile contracts. 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. Participates in the performance appraisal process, assists in the hiring process, new hire orientation, and enforces office policies and procedures in conjunction with the Chief Public Defender. 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 and 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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## PUBLIC DEFENDER'S OFFICE

### **Legal Secretary II (\$27,089 - \$35,305)**

**Requirements:** Associate's degree in secretarial science or criminal justice, and one year of paid full time secretarial/clerical experience **OR** high school diploma or GED and three years paid full time secretarial/clerical experience. Minimum typing speed of **60 wpm 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.

**Other Requirements:** Ability to operate technology to search, update, correct and retrieve information; effectively communicate orally and in writing with a variety of people from divergent backgrounds; operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras. Must successfully pass a pre-employment physical and drug screen; maintain regular, reliable and predictable attendance and maintain confidentiality with highly sensitive information. Must possess a valid driver's license and access to a vehicle.

**Duties:** Type, format, proofread and produce a final copy of a wide variety of reports, legal documents, letters, memoranda, templates, spreadsheets and statistical charts. Transcribes from rough draft, verbal instruction, phone recordings, text messages from mobile devices or other machine recordings. Reviews drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts; independently composes letters, memoranda, or basic reports from general instructions for information related to assigned responsibilities; and arrange for, upload or distribute copies of material. Prepares accurate, timely transcription of extensive handwritten and dictated materials, including major investigation reports, lengthy taped interviews/statements, original pleadings and other court documents which are prioritized on the originator's timelines. Trains staff as needed in the use of modern office equipment and software. Schedules interpreters as requested by Public Defender Office staff for court appearance, jail visits and/or office appointments. Receives, sorts, and distributes office mail. May maintain meeting and appointment calendars; may schedule meetings and appointments for APD's and other office staff. Performs other duties and assignments as requested by Public Defender Office Staff. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

## PROSECUTOR'S OFFICE

### **Assistant Prosecuting Attorney I (\$54,061 - \$72,447)**

**Required:** Graduation from law school. No prior experience is required.

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

**Duties:** Under supervision of the County Prosecuting Attorney, assists in prosecuting routine complaints for and on behalf of the County and other official agencies. Receives and reviews police reports and arrest warrants from local law enforcement agencies; approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Prosecutes routine criminal complaints on behalf of the State of Michigan, its divisions and police agencies. Conducts legal research in order to prepare legal briefs and present prosecution's case at trial. Prepares legal briefs for submission to Circuit and District Courts, Court of Appeals and Supreme Court. Represents the People of the State of Michigan in jury and non-jury felony and misdemeanor cases; interprets and applies criminal statutes for police agencies; prepares probate court petitions; reviews and handles juvenile matters, paternity matters and abuse and neglect cases. Provides after hours, weekend and holiday assistance to police agencies regarding review and authorization of felony arrests, legal questions, search warrants, and exigent matters. Prepares and files petitions in civil proceedings. Exercises a considerable degree of independent judgment throughout each stage of the criminal justice process. Completes special projects and assignments as requested. 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

### **Assistant Prosecuting Attorney II (\$59,466 - \$79,690)**

**Required:** Graduation from law school and a minimum of two years paid, full time previous civil, criminal, appellate, or probate legal counseling experience; 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 (\$54,061 - \$72,447). 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.

## PARKS DEPARTMENT

### **Park Ranger (\$9.45/hr.)**

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

**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; performs related tasks as required. Typical duties include emptying trash receptacles, cleaning restrooms, collect park fees, enforce park rules and performing other duties as required.



# BERRIEN COUNTY PUBLIC POSTING

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## PARKS DEPARTMENT

### **Lifeguard (\$10.78/hr.)**

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

**Required:** Current certifications of training for Red Cross Lifeguard Training or equivalent and CPR for Adult, Infant, and Child. Must pass both written and water tests demonstrating individual physical fitness and knowledge of water rescue techniques.

**Desired:** Prior lifeguarding experience.

**Duties:** Lifeguards are employed primarily for the protection of swimmers and control of beach activities. Lifeguards are in charge of all beach and water related activities and shall discourage unsafe practices therein. Work is performed under the direct supervision of the Head Lifeguard or their designee. Typical duties include enforcing park rules and regulations that discourages unsafe beach and water activities, provide necessary rescue and emergency care for accident victims, and various other duties as required.

### **Park Maintenance (\$9.70/hr.)**

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

**Required:** Must be at least 16 years of age with a valid Michigan 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.





# BERRIEN COUNTY PUBLIC POSTING

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## DRAIN COMMISSIONER

### **Chief Deputy Drain Commissioner (\$36,925 - \$49,482)**

**Required:** Bachelor's Degree in Business or related field and study. A minimum of two years and related experience is required. Previous supervisory experience is preferred. Experience in construction cost accounting is preferred. **OR** Associates Degree, and A minimum of four years clerical/secretarial or related experience is required. Previous supervisory experience is preferred.

**Desired:** Ability to work with effectively with public, contractors, and engineers, and have shown the ability to diffuse potentially confrontational situations. Paralegal and accounting training.

**Special Requirement:** Must successfully complete the requirements and testing for the Soil Erosion and Sedimentation Act to serve as an enforcement agent within six (6) months time from hire.

**Duties:** Serve as the Office Manager for staff personnel and in the absence of the Drain Commissioner, serves as Supervisor to the Drain Maintenance Supervisor. Assist with hiring, evaluations, and discipline of employees. Maintain payroll records. Serve as Drain Commissioner in that official's absence, or inability to serve. Assist the public, officials, engineers and contractors in person and over the telephone, explain laws, procedures, drain maps, legal documents, taxes, and assessments. Open and process daily mail, keep calendars current to appointments and meetings, and coordinate meetings. Assist legal counsel with drain petitions, keep record of petitions, and status of petitions. Review petitions for signatures, property numbers, and act as project manager. Set up Board of Determination meetings, Days of Review and Days of Letting. May check maps for property number updates, generate mailing lists and type and mail notices. Attend meetings with the Drain Commissioner and take minutes at those meetings. Type appropriate paperwork before and after meetings to be sent to appropriate entities. Prepare legal documents. Manage the research and writing of grant applications. Receipt in monies. Use of various software and products such as BS&A, Munis, Ares Prism software, MS Office Suite, MS Project. Be able to read, locate property descriptions, drainage districts and route and courses of county drains on maps from written descriptions. Read aerial and section maps. Research documents, right of way documents, and review drain files as required. Complete training for Soil Erosion and Sedimentation Control enforcement at the next available training session after hire. Explain Soil Erosion and Sedimentation Control requirements. Determine necessity of Soil Erosion & Sedimentation permit and permit fee required. May issue permits and conduct on-site inspections to insure compliance with the Soil Erosion and Sedimentation Control Act. Coordinate and attend quarterly progress meetings with engineers and legal counsel on an as needed basis. Notarize documents. Prepare annual drain report and other reports as required. Assist the Drain Commissioner in preparing the annual budget and managing of budget. Process payment of invoices. Prepare and track requisition/purchase orders and drain orders for contractor services, materials, and supplies. Track account of drain program. Complete special projects and assignments as requested by the Drain Commissioner. 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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## FRIEND OF THE COURT

### **Accounting Supervisor (\$44,679 - \$59,874)**

**Required:** A Bachelor of Arts/Sciences degree in accounting or finance and a minimum of two (2) years of experience in accounting or finance and one (1) year in a supervisory capacity. **OR** An Associate's degree in accounting or finance; and a minimum of four (4) years of experience in accounting or finance and two (2) years of supervisory experience. Knowledge of mainframe and personal computers, computerized accounting applications and automated information systems.

**Desired:** Coursework and/or experience in governmental accounting or finance is preferred. Knowledge of court processes and procedures specific to domestic relations matters is also preferred.

**Special Employment Conditions:** Possession of a valid vehicle operator's license is required; must submit to a pre-employment physical including drug testing and background investigation. Employees will be fingerprinted. All employees are subject to random drug/alcohol screening. Regular, reliable and predictable attendance is required.

**Duties:** Responsible for the supervision, training, counseling, discipline and performance evaluations of Friend of the Court Account Clerks. Assists and advises other employees and the public regarding proper accounting policies and procedures. Evaluates procedures, develops recommendations to change policies and procedures to improve services and ensure accounting methods are in compliance with applicable statutes, court rules, or reporting requirements. Implements changes in policy and procedure. Assists in the planning and development of cost effective programs, including preparation of management reports. Obtains system related data information to produce financial reports. Oversees child support related payment application process for the caseload. Monitors accounts on a regular basis. Administers a variety of programs relating to child support, including state and federal reporting requirements relating to finance. Assists the public by conducting financial reviews, explaining audits, and operational policies and procedures. Testifies in Court as required; prepares written correspondence including reports, may be required to work flexible hours in the fulfillment of the duties of this position. Prepares accounting records in accordance with established IV-D policies and procedures and non-compliance with federal, state, and court requirements. Oversees all financial accounts and functions pertaining to maintenance of the accounts, including but not limited to balancing receipts and disbursements on a daily and monthly basis. Performs the more complex and responsible accounting and statistical tasks involving Friend of the Court accounts, including financial and case records and the preparation of reports for local, state, and federal agencies. Maintains knowledge of and updates to all laws, regulations and policies pertaining to the Friend of the Court. Maintains all banking records, including EFT, withdrawals, and bank reconciliation. Prioritizes and assigns work to Accounting staff based on knowledge of departmental deadlines, workload volume and equitable caseload division, staff capabilities, etc. Serves as a contact and assists financial agencies and institutions and other governmental agencies and organizations; assist auditors by providing accounting and financial related information; researches requests as appropriate. Completes special projects and assignments as requested by the Friend of the Court, Trial Court Administrator, Family Division Judges or their designees. Employees may be assigned to serve in any court location as needed. Serves as an at-will employee.

### **Office Assistant (\$24,104 - \$31,686)**

**Required:** A high school diploma or equivalent; a minimum typing speed of **40 WPM net**; 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 test at the net speed required for the position.

**Desired:** Previous clerical or related experience is preferred.

**Duties:** Under close supervision, performs routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as filing, typing, answering phones, and greeting visitors. 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.



# BERRIEN COUNTY PUBLIC POSTING

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## **VETERANS SERVICES**

### **Veterans Assistant (\$12.08/hr.)**

**Note:** This is a **temporary, part-time, Michigan Veterans Affairs Agency grant funded** 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 veterans benefits. Ability to make decisions according to established procedures, policies and rules set by the Department of Veterans Affairs.

**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 veterans, dependents and the general public.

**Duties:** Assist the Veterans Affairs Administrator and Assistant Veterans Benefits Counselor within Veterans Services, which assists veterans and dependents by explaining and applying for available benefits with the County, State and Department of Veterans Affairs. The ideal candidate needs to possess excellent customer service interaction skills as the initial contact of veterans with mental and physical disabilities from military service. The applicant does not need to be a veteran to apply for this position.