



# 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 ~ December 9, 2019 – December 13, 2019

## TRIAL COURT

### **Drug Court Caseworker (\$40,618 - \$54,431)**

**Required:** Bachelor's degree from an accredited college or university in criminal justice, behavioral sciences, corrections, correctional administration, psychology, social work, rehabilitation counseling or guidance counseling  
**OR** Bachelor's degree in any field and an accumulated total of three years paid full-time experience working in substance or alcohol abuse or the mental health field. College transcripts required with application.

**Desired:** Possess strong word processing and spreadsheet skills. Ability to communicate effectively both orally and in writing. Possess knowledge of casework, community resources, and substance abuse counseling. Certification as a Certified Alcohol and Drug Counselor through MCBAP is preferred.

**Special Employment Conditions:** Possession of a valid vehicle operator's license. Caseworker may be required to keep office hours in any Berrien County Trial Court Facility. This position may deviate from the general work hours of 8:30 a.m. to 5:00 p.m., with prior approval. An employee in this position will continue to work a normal 37.5-hour workweek with the flexibility to adjust workweek hours in order to provide services.

**Duties:** Conducts biopsychosocial assessments to diagnose substance use disorders, determine offenders' treatment and support service needs, and make level of care recommendations to the Court. Consults and works closely with judges, prosecuting attorneys, defense attorneys, probation agents, law enforcement, and community service providers. Coordinates and facilitates stakeholder meetings. Maintains knowledge of treatment practices and applicable funding streams. Uses this information to coordinate care and refer people to providers and services as appropriate. Assists the Trial Court Specialty Manager in the Administration of the Drug Treatment Court and aids other problem-solving court programs in addressing participants' substance abuse. Monitors and supervises participants in the Drug Treatment Court. Makes recommendations to the judge to help identify appropriate sanctions and incentives for participant behavior. Required to administer drug tests or make home visits to monitor compliance with court orders. Maintains case records, statistics and prepares reports and correspondence as requested. Maintains thorough case notes and required documentation in the DCCMIS database, or other databases, as required to SCAO or the Trial Court. Identifies potential revenue solutions and contributes to grant writing and budget planning for all problem-solving court solutions. May be required to give presentations or speak to community groups about the Drug Treatment Court. Ensures bills are processed and paid in an accurate and timely manner. Perform other duties as directed by the Trial Court. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## TRIAL COURT

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

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

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

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

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

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



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## TRIAL COURT

### 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

### **Pretrial Officer (\$40,618 - \$54,431)**

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

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

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

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

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

## COUNTY CLERK

### **Deputy Circuit Court Clerk I (\$24,627 - \$32,097)**

**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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## 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.

## 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.

**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 (\$39,663 - \$44,612). **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

### **Public Health Nurse (\$22.37/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.**

**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

### **Clinical and Community Health Services Manager (\$59,466 - \$79,690)**

**Required:** Master's Degree in Nursing and a minimum of three years of experience in the field of nursing or public health services, which includes two years of overseeing program implementation **OR** a Baccalaureate Degree in Nursing and a minimum of five years in the field of nursing or public health services, which includes two years of overseeing program implementation. Possession of a current license to practice as a Registered Nurse in Michigan. Possession of a valid vehicle operator's license and a vehicle is required. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

**Desired:** Professional knowledge of the concepts, principles and practices of clinical and community health services. Extensive knowledge of local and state laws, rules and regulations relating to clinical and community health services. Considerable knowledge of supervisory and training procedures and practices in order to develop and maintain an effective staff. Demonstrated knowledge of confidentiality regulations applicable to clinical and community health services. Proven ability to communicate effectively in oral and written form with clients, program staff, public and private agencies and businesses, and the general public. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

**Duties:** Establishes direction for departmental strategy to address public health issues related to, but not limited to, communicable disease, sexual health, immunization, maternal and child health, and other similar issues. Leads team through implementation of this strategy, collaborating with internal and external partners as appropriate. In accordance with funders and stakeholders, develops programmatic priorities and writes and maintains policies, procedures and work plans. Supervises staff of the CCHS area including hiring, evaluation, and disciplinary action. Monitors and assures staff compliance with applicable training, licensure, and certification requirements. Ensures programmatic and laboratory compliance with regulatory and accreditation standards. Supports annual budget process for programs and functions within CCHS. Ensures work plans align with budget needs and allowances. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support programs' sustainability. Provides support and leadership to department-wide efforts to align with national accreditation standards including quality improvement, performance management, workforce development, strategic planning, and communication. Cultivates and maintains strong collaborative relationships with community partners. Represents the BCHD to a variety of stakeholders through participation in collaborative groups, presentations, and other formats. Completes other duties as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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## HEALTH DEPARTMENT

### **Special Health Project Coordinator (\$40,618 - \$54,431)**

**Note:** This is a grant-funded position that will begin on January 1, 2020.

**Required:** Bachelor's Degree in health education, public health, human services, or related field of study. Master's Degree preferred. Two (2) years' experience in public health, health education programming or related work. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** Possession of a valid vehicle operator's license and a vehicle is required. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. The employee must be capable of lifting and/or moving up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Desired:** Ability to work with diverse populations, with a thorough working knowledge of Berrien County community service provider networks and partner agencies of the Berrien County Health Department. Expertise in community organization, facilitation, and other community planning activities. Proficiency in a variety of computer applications, including Microsoft Office and standard data analysis applications. Knowledge of graphic design and/or design applications desired. Strong interpersonal skills: The candidate is expected to: a) engage key stakeholders of the project; b) relate well to people from varied backgrounds; c) be sensitive to individual differences; and d) encourage and facilitate team work. Strong communication skills: The candidate is expected to: a) express information about work to individuals or groups effectively, taking into account the audience and nature of the information; b) make clear and convincing presentations; c) listen to others; and d) attend to nonverbal cues. Strong organizational skills: The candidate is expected to: a) organize work; b) set priorities; c) determine resource requirements; d) determine goals and strategies; e) coordinate with other project team members; and f) monitor the progress of the project. Strong work ethic: The ideal candidate can: a) adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacle; b) effectively deal with ambiguity; c) display a high level of initiative, effort, and commitment towards completing assignments in a timely manner; and d) work with minimal supervision.

**Duties:** Serves as the day-to-day contact for assigned projects, grants, and program areas; responsible for creating work plans, monitoring and reporting on progress to funders as required. Works closely with variety of community partners, including but not limited to other health and human service agencies, health care providers, schools, municipalities, and other organizations to assure project/program progress is successful in addressing the identified population needs. Gathers, compiles, and analyses data related to health programs/projects, including interpretation of data/statistics for use in planning, monitoring, and evaluation. Communicates information in a brief, clear, and organized manner; produces written information, which may include technical material that is appropriate for the intended audience. Integrate health promotion and prevention activities into the existing public health community infrastructure, where applicable. Facilitate stakeholder and other community partner meetings to move project work in a forward direction. Seeks information to understand problems, expectations, and needs of program/project stakeholders; recommends solutions and serves as a resource to improve process, design, and management of programming. Conducts planning activities for the initiation of new or special projects/programs for the department, assists with development of grant applications/requests, and prepares reports to demonstrate specific health needs or show outcomes of particular programs/projects. Performs other special projects as assigned. *This particular position will have assigned areas of focus that will include, but not be limited to, food access and healthy communities, environmental health justice, mental and emotional health, family health, communicable and chronic disease prevention.* This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.





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## HEALTH DEPARTMENT

### **MI-APPP Teen Parenting Case Manager (\$36,056 - \$40,555)**

**Required:** Bachelor's degree in social work, education or related human services field and two years of experience in case management or working with teens; **OR** associate's degree in social work, education or related human services field and four years of experience in case management or working with teens; **OR** high school diploma and six years of experience in case management or working with teens. Possession of a valid vehicle operator's license and a vehicle. Must obtain a minimum score of 75% on computer proficiency test in Microsoft Word, Excel and Outlook prior to any job offer. In times of public health emergency, may be required to report for specialized duties inside or outside of Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

**Desired:** Experience providing case management to pregnant and parenting teens specifically. Experience and familiarity with working with diverse populations. Thorough knowledge of available services in Berrien County for parents and children. Ability to establish relationships with teens from diverse cultural and economic backgrounds.

**Duties:** Provides individual case management to pregnant and parenting teens based on assessment of strengths and needs and development of individualized service plans based on the Adolescent Family Life Program-Positive Youth Development Program (AFLP-PYD) as part of the Michigan Adolescent Pregnant and Parenting Program grant (MI-APPP). Has regular contact with clients on caseload, including home visits. Works in a variety of community settings, including schools and other service organizations. Provides mentoring, counseling and instruction to clients to support client's life goals, including educational and career goals. Assists clients and their children to access services, including medical care, educational services, parenting education, employment, and other services as needed. Coordinates with other service providers who work with clients in their caseload. Keeps timely and accurate records for all clients as per program guidelines. Recruits pregnant and parenting teens into program through referrals and marketing of program, including presentations to group. Performs 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.

## 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

### **Assistant Supervisor (\$40,618 - \$54,431)**

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

**Desired:** Coursework in criminal justice, corrections or administration; supervisory experience in the field of juvenile or adult corrections; knowledge of accreditation standards and administrative rules relating to juvenile detention and residential treatment facilities; knowledge of computer applications in the justice system.

**Special Requirements:** Must submit to fingerprints and may be subjected to criminal record, character, drug testing, mental health screening and clearance before employment. Must possess a valid vehicle operator's license.

**Duties:** Supervises the work of Juvenile Center Group Leaders, Youth Specialists, substitutes, or unpaid personnel on assigned shifts; participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Distribute or ensure staff distributes medications to residents as prescribed, implement medical treatment plans as ordered, and process resident medical complaints. Maintain optimal security and programming in the facility by monitoring the facility security camera system and communication system. Arrange and supervise transportation for residents to and from home, court, hospital, dentist, doctor, etc. Assist the Juvenile Center Supervisor on the shift as needed or requested. Provide direct and immediate feedback or corrective discipline to childcare staff; ensure the implementation and documentation of emergency procedures by staff as required. Ensure that behavior management system guidelines are strictly followed. Monitor and/or coordinate all resident population movement within the facility and necessary security precautions are followed. Serve as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director or Director. Other duties as assigned.

## 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.

## 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.



# 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 ~ December 9, 2019 – December 13, 2019

## 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.

## ANIMAL CONTROL

### **Animal Shelter Clinical Assistant (\$10.00/hr. - \$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:** 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.



# BERRIEN COUNTY PUBLIC POSTING

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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.

## 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:** 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.





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## SHERIFF'S DEPARTMENT

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

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

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

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

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

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

## SHERIFF'S DEPARTMENT

### 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.





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## 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.

## SHERIFF'S DEPARTMENT

### **Cook (\$24,627)**

**Required:** A high school diploma or GED; previous experience in commercial or institutional food preparation is preferred; ability to establish and maintain harmonious working relationships with supervisors, co-workers and inmate workers. Must possess a valid vehicle operator's license; regular, reliable and predictable attendance. May be called in to work outside of normal scheduled work hours. Must submit to fingerprinting, criminal history record check, drug testing, and security clearance. Must pass a pre-employment physical; may be subjected to mental health/character screening.

**Duties:** Cooks meals according to established recipes, including pies, breads, salads; special meals for special dietary, religious, and/or medical needs. Serves meals according to a stringent schedule; estimates food requirements and controls serving portions to reduce waste. Operates a variety of kitchen equipment and appliances; cleans and maintains kitchen equipment and utensils; trains and monitors residents and/or inmate workers to perform these responsibilities. May serve as the lead worker. Maintains kitchen cleanliness; ensures leftover food and ingredients are appropriately stored for preservation; completes daily setup work. Responsible for the documentation of tracking sharp knives and other sharp utensils. Reports equipment repair; records temperatures of freezers, coolers and foods daily. Prepares meals for outside work crews. May supervise up to 12 inmate workers. Must be able to complete and pass the state required ServSafe guidelines test. 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.

## FRIEND OF THE COURT

### **Account Clerk (\$27,778 - \$36,516)**

**Required:** An associate's degree in accounting, finance or related field **OR** a high school diploma or equivalent; and two years accounting and/or financial experience is required. Proficient in Microsoft Office including Microsoft Word and Excel.

**Duties:** Performs a variety of accounting functions including setting up case files, entering case information into the statewide computer system, processing account adjustments, auditing payment accounts, answering client questions on payment inquiries, and performing other related accounting functions. Duties are carried out in accordance with the Trial Court and Friend of the Court statutory purpose, policies and procedures. Berrien County's policies and procedures, and State of Michigan and Federal Government funding guidelines. 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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## DRAIN COMMISSIONER

### **Administrative Assistant (\$27,089 - \$35,305)**

**Required:** Associate's degree in secretarial science, office management or a related field and two years of progressively more responsible clerical functions; **OR** high school diploma or GED and four years of progressively more responsible clerical/secretarial work. Typing speed of **55 words per minute net**. Regular, reliable and predictable attendance; able to obtain Soil Erosion and Sedimentation Control (SESC) certification level storm water management operator and SESC plan review and design within one year of employment, and maintain throughout employment. 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:** Ability to work effectively with the public, contractors and engineers; ability to diffuse potentially confrontational situations. Familiar with Microsoft Office suite.

**Duties:** Assists the public, officials, engineers, and contractors in person, over the phone or e-mail by providing general information as requested. Receives drain complaints in person and over the phone; investigates complaints; completes work orders for drain maintenance for drain contractors as required. Disperses work orders to contractors. Maintains spreadsheets and project schedule for work order history. Reviews maps, parcels and drain files. Performs clerical tasks, such as preparing legal documents, generating mailings, typing letters, reports and notices, filing, opening and processing daily mail, maintains departmental files. Researches and assists in writing grant applications. Coordinates/organizes training meetings and other events. Performs Soil Erosion and Sedimentation Control functions. Completes special projects and assignments as requested by the Drain Commissioner 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.

## INFORMATION SYSTEMS

### **Customer Service Audio/Video Specialist (\$39,663 - \$51,690)**

**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.



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## PUBLIC SAFETY COMMUNICATIONS CENTER

### **Public Safety Dispatcher (\$39,219 - \$52,398)**

**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 (\$17.50/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. Maintain a valid class A Michigan Commercial Driver's License (CDL) with a (N) Tank Endorsement and appropriate medical card throughout employment. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions; capable of working alone or with minimum supervision; perform repetitive bending, twisting, turning, stooping, standing or sitting with high and varying frequency and duration; remove and distribute materials from truck by hand using a large shovel up to eight hour shifts; climb in and out of trucks and equipment numerous times daily; climb ladders and stairs, sit and stand for extended periods of time; carry up to 80 pounds; change scraper blades and tires. Must be available to occasionally work shifts exceeding 8 hours.

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

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

## ROAD DEPARTMENT

### **Mechanic (\$22.60/hr.)**

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

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

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





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## ROAD DEPARTMENT

### **Project Engineer (\$54,087 - \$60,875)**

**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.

## PUBLIC DEFENDER OFFICE

### **Assistant Public Defender III (\$71,955 - \$96,426)**

**Required:** Graduation from an accredited law school; must be a member of the Michigan State Bar in good standing. At least five years of criminal defense experience or comparable civil legal services is desired. 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.

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

**Note:** Applicants that do not meet the minimum requirements for APD III but have at least two years of criminal defense experience may qualify for APD II (\$59,466-\$79,690); applicants with no prior experience may qualify for APD I (\$54,061-\$72,447).

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





# BERRIEN COUNTY PUBLIC POSTING

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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 ~ December 9, 2019 – December 13, 2019

## **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.