



# BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ June 8, 2020 – June 12, 2020

## G.I.S. MAPPING

### **G.I.S. Technician (\$33,431 - \$37,610)**

**Required:** A Bachelor's Degree in Geography, G.I.S., Surveying, or related degree, the ability to read legal descriptions **OR** Associates of Science Degree that includes coursework related to geographic information systems, computer aided drafting, or geography and minimum of two (2) years of experience working with geographic information systems software (ESRI). Must possess a valid driver's license and maintain regular, reliable and predictable attendance.

**Desired:** Experience using Berrien County's G.I.S. software package or similar software.

**Duties:** Updates and/or creates a wide variety of map products using G.I.S., APEX, and/or CAD technology. Performs research and gathers data from a wide variety of sources for inclusion in the Berrien County's G.I.S. Assists in developing geographic database structure, tables, forms, and reports. Assists in preparing new property descriptions in accordance with deeds, surveys, new plats and other related documents to maintain up to date tax rolls for Berrien County. Codes and checks property related documents before recording in the Register of Deeds. Checks property records and searches chain of title. Provides customer service for property information, maps and aerials. Assists in assigning property numbers for real and personal property. Researches documents for annexation proceedings. Completes special projects and assignments as requested by the G.I.S. Director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## COUNTY CLERK

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

**Required:** A high school diploma or equivalent; additional coursework in legal office administration, business or related areas is preferred. A minimum of one year of office experience, preferably in a legal or governmental organization; a minimum typing speed of **40 words per minute net**.

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

**Duties:** Responds to confidential requests for information from citizens, attorneys and others; provides information, collects fees and prepares certified documents. Enters, updates and retrieves information utilizing a computerized recordkeeping system. Prepares and processes various records and documents according to their purpose by following standard procedures while maintaining privacy rights. Indexes and maintains departmental files. Assists the County Clerk in performance of clerical, bookkeeping and secretarial activities involving the Circuit Court. Responds to walk-in and telephone inquiries; provides information regarding departmental practices and procedures. May schedule hearings and case conferences; receive case files; notify all parties to be present at hearings and instructs them of court date and procedures. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## COUNTY CLERK

### Deputy Elections Clerk (\$12.19/hr.)

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

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

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

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



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## COUNTY CLERK

### **Deputy County Clerk I (\$25,119 - \$28,256)**

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

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

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

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

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

## COUNTY CLERK

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

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

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

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



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## COUNTY CLERK

### **Elections Administrator (\$36,777 - \$41,366)**

**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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## TRIAL COURT

### **Trial Court Clerk II (\$28,297 - \$37,920)**

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

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

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

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



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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.

## TRIAL COURT

### Law Clerk I (\$50,130 - \$67,179)

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

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

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

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





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## TRIAL COURT

### **Attorney Magistrate/Research Attorney (\$66,722 - \$89,415)**

**Required:** Graduation from ABA accredited law school; admission to practice law in the State of Michigan and in good standing with the State Bar. A minimum of three years paid, fulltime trial court experience in the practice of law or one year prior experience as an Attorney Magistrate or Attorney Referee in the Circuit, District or Probate Court and Juvenile Court. Applicants for Attorney Magistrate may apply at a trainee level with less than the minimum experience. The successful trainee applicant will move, upon approval of the Chief Judge, from trainee salary level to full Attorney Magistrate salary level upon successful completion of the required one year minimum experience as an Attorney Magistrate or Attorney Referee.

**Note: A legal writing sample must accompany your application.**

**Special Requirements:** Successful completion of the Michigan Judicial Institute Magistrate Training Program within one year of employment. Establish and maintain voter registration in Berrien County. Possession of a valid motor vehicle operator's license. Must pass a pre-employment physical, including drug testing and criminal background check. Submit to random drug and alcohol testing per court policy. Regular, reliable and predictable attendance.

**Desired:** Knowledge of the criminal justice system, courtroom operations and procedures, including ability to conduct specific hearings; familiarity with agencies within Berrien County that service court clients. Considerable knowledge of criminal law, statutes, court rules, case law, local ordinances, and the state Motor Vehicle Code. Ability to maintain records and reports, communicate clearly, conduct legal research, prepare succinct opinions for the judges.

**Duties:** Under the direction of the Court Administrator and/or designee, exercises all jurisdiction, power and authority provided or allowed by law for a District Court Attorney Magistrate, including the jurisdiction, power and authority provided in Chapter 85 of the Michigan Judicature Act (MCL 600.8501 et seq.) and enters all orders and writs incidental to execution of the jurisdiction, power and authority granted, subject only to those limitations and restrictions imposed by the chief judge of the trial court by written order. Performs all related clerical, computer, record keeping and related functions. Advises and assists judges, attorney magistrates, probation officers, and clerical employees. Conducts hearings related to civil infractions, misdemeanors and small claims; swears in and examines witnesses. Accepts pleas of guilty and sentences defendants. Exercises a high degree of independent judgment throughout each step of the court's legal process. Stays current on legislation and laws affecting the court and law enforcement. Conducts complex legal research and prepares memoranda for judges. Maintains a close relationship with all court divisions, judges, probation officers, local police agencies, social service agencies, schools, and others in the community. Provides afterhours, weekend and holiday search warrant/arrest duty coverage assistance to police agencies, the court, Juvenile Center, and the Prosecuting Attorney's office. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## HEALTH DEPARTMENT

### **Public Health Nurse (\$22.82/hr.)**

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

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

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

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

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





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## HEALTH DEPARTMENT

### **Clinical Services Coordinator (\$36,777 - \$41,366)**

**Required:** A High School diploma or equivalent and a minimum of 4 years progressively more responsible clerical/medical coding experience. Experience leading clerical team within office setting is preferred **OR** Associates degree in medical billing/medical office or related field and a minimum of 2 years progressively more responsible clerical/medical coding experience. Experience leading a clerical team within office setting is preferred. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** Possession of a vehicle operator's license. Certification in Medical Coding as either Certified Medical Coder from AAPC, Certified Coding Associate from AHIMA or equivalent. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Regular, reliable and predictable attendance. Ability to work a flexible schedule that may include some evenings and weekends.

**Note:** If not yet certified in Medical Coding, the employee is paid at one grade less on the salary schedule.

**Desired:** Experience leading teams and managing projects. Knowledge of quality improvement and monitoring program metrics over time. Excellent attention to detail in all tasks. Proficiency in MS Office suite and EMRs. Excellent organizational skills and abilities with office practices. Ability to communicate and work effectively with coworkers and the general public. Strong listening, reading comprehension, problem-solving, and writing skills. Fluency in languages other than English, particularly Spanish. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

**Duties:** Supervises the Clinical Services Client Associate staff members, who serve as the front desk/clerical staff for various clinical program areas in all BCHD locations, ensuring a high level of customer service, including participating in the processes of hiring and evaluating staff and recommending disciplinary action as necessary. Trains staff members on Electronic Medical Record (EMR) usage and facilitates coordination between Health Department EMR users, Berrien County I/S Department, and the EMR Vendor as needed. Oversees medical coding for clinical programs, including keeping up to date on coding changes and researching codes for procedures. Collaborates with finance staff to resolve claims rejections. Creates and maintains staffing schedules for all BCHD clinic sites to ensure proper coverage of clinics. Assists in the implementation and evaluation of clinical office procedures and recommends changes to increase efficiency and effectiveness of program operations. Coordinates with manager to lead quality improvement activities related to clinical program processes. Coordinates maintenance of clinical program policies and procedures with manager and clinical staff members. Works with Finance Clerk to ensure procurement of supplies for clinical programs. Prepares or assists staff in the preparation of a variety of records and reports. Serves as lead clerical staff in emergency preparedness drills and in an actual emergency as part of Public Health Headquarters. Completes special projects and assignments 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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## **JUVENILE CENTER – 24 hour facility** **Secretary (\$12.50/hr.)**

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

**Required:** A high school diploma or equivalent and a minimum of six months to one year of clerical/secretarial work experience; a minimum typing speed of **45 words per minute net**. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

## **JUVENILE CENTER – 24 hour facility** **Cook (\$11.00/hr.)**

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

**Required:** Completion of the eighth grade is required. A high school diploma or equivalent is preferred. Previous experience in commercial or institutional food preparation is preferred.

**Duties:** The temporary cook works as an on-call, temporary employee to fill scheduled or emergency vacancies within the facility Food Service Department. Under the direction of a designated Juvenile Center supervisor, the temporary cook is responsible for preparing and serving palatable meals according to recipes and the established menus. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## **JUVENILE CENTER – 24 hour facility** **Temporary Youth Specialist (\$14.35/hr.)**

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

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

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



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## JUVENILE CENTER – 24 hour facility Youth Specialist II (\$37,082 - \$47,331)

**Required:** A Bachelor's Degree from an accredited college or university in counseling, social work, criminal justice, psychology, or related social services field. Previous minimum of three months experience in social services or juvenile direct care. Preference will be given to those with previous experience working with delinquent or emotionally troubled youth and/or families, which may have been in an intern or volunteer capacity.

**Note:** Applicants that do not meet the minimum requirements for Youth Specialist II but have at least thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology may qualify for Youth Specialist (\$33,712 - \$43,028).

**Special Requirements:** Must submit fingerprints and may be subjected to criminal record, character, reputation, mental health and moral character screening and clearance before employment. Must possess a valid vehicle operator's license. Must have open availability to work any shift and work flexible hours including evenings, nights, weekends and holidays as required. Regular, reliable, and predictable attendance is required.

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

**Duties:** Under the supervision of the Berrien County Juvenile Center Director, provides for the safety, security, and well-being for residents, visitors, and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the framework of the residential and educational programs. Works closely and communicates effectively to ensure program effectiveness, staff accountability, professional personnel performance, problem solving matters and other issues impacting the Juvenile Center. Intervenes when necessary in crisis situations in accordance with policy and procedure guidelines for physical and mechanical restraints, room confinements, or other appropriate action. Operates and monitor electronic security and communication equipment including control panel, intercom, computers, visual monitors, electronic doors, room sound detectors, and alarms. Monitors weather alert system. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## JUVENILE CENTER – 24-hour facility Assistant Supervisor (\$41,431 - \$55,519)

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



# BERRIEN COUNTY PUBLIC POSTING

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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ June 8, 2020 – June 12, 2020

## **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.

## **ANIMAL CONTROL**

### **Kennel Worker (\$9.65/hr.)**

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

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

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

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

## **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.



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## SHERIFF'S DEPARTMENT

### Deputy – Enforcement Division (\$47,706)

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

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

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

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

## SHERIFF'S DEPARTMENT

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

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

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

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

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

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





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## SHERIFF'S DEPARTMENT

### Deputy – Jail Division (\$47,706)

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

**Special Employment Conditions:** Please visit [www.misctc.org/standards.html](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.

## SHERIFF'S DEPARTMENT

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

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

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

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





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## SHERIFF'S DEPARTMENT

### Cook (\$25,119)

**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.

## SHERIFF'S DEPARTMENT

### Administrative Assistant to Sheriff (\$37,663)

**Required:** High school diploma or equivalent and a minimum of four years of progressively responsible clerical/secretarial work **OR** an associate's degree in a related field and two years' experience. A minimum typing speed of **60 words per minute**. **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:** Employees of the Berrien County Sheriff's Department must submit to fingerprinting and may be subjected to criminal record, character, drug testing, mental health screening and security clearance before employment. Employees must possess a valid vehicle operator's permit and pass a pre-employment physical as a condition of employment. Regular, reliable and predictable attendance is required. This position is a non-union position and serves at the will of the Sheriff.

**Desired:** Ability to communicate effectively with the public, other government agencies and other county employees both orally and in writing. Ability to assemble, inspect and maintain accurate records. Must have a high degree of organizational ability. Considerable speed and accuracy. Reasonable knowledge of business English, spelling and office practices and procedures.

**Duties:** Coordinates office activities and projects. Types and proofreads letters, memos, charts, forms and reports. Receives visitors and phone calls; screens visitors and calls to determine individual's needs; provides information; refers to appropriate department for further attention as needed. Serves as a liaison between the department and agencies, organizations, general public and other county departments. Files and maintains department personnel records; prepares related paperwork to initiate personnel changes. Prepares requisitions, vouchers, invoices, and travel vouchers; maintains petty cash. Prepares payroll salary increase paperwork. Records, tracks, and maintains department's sick leave and vacation usage and prepares statistical reports for department heads; reviews overtime sheets for accuracy. Schedules and maintains computerized meeting and appointment calendar for Sheriff. Compile monthly statistical data for unincorporated townships and villages; prepare monthly reports for these areas. Receives, sorts and distributes departmental mail, including payroll. Updates and maintains department's Policy and Procedure Manual. Prepares monthly report for Sheriff to update County Commissioners of previous month's departmental activity. Prioritize work assignments under severe time constraints to ensure efficient and effective operation. Operates a variety of office equipment such as typewriter, network computer including word processing, spread sheets, e-mail and printer, duplicating and facsimile machines in the performance of job duties.

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## FRIEND OF THE COURT

### **FOC Enforcement Specialist (\$41,431 - \$55,519)**

**Required:** An associate's degree in Criminal Justice or a related field and a minimum of two (2) years experience with a law enforcement agency, investigation firm or court related employment associated with collection activity, **OR** a high school diploma or equivalent and a minimum of four (4) years experience with a law enforcement agency, investigation firm or court related employment associated with collection activity.

**Desired:** A bachelor's degree in a human service field such as: social work, psychology, or criminal justice. Knowledge of personal computer applications, data collection and automated systems preferred.

**Special Requirements:** Employees must possess a valid vehicle operator's license. Staff must maintain a physical ability to perform tasks, including but not limited to, lifting up to 50 pounds, maneuvering and placing immobilization devices on vehicles. May be subjected to work in adversarial situations or hostile environments from time to time. Employees must maintain Michigan state certification as a Law Enforcement Information Network (LEIN) operator and as a Terminal Agency Coordinator (TAC). Employees must be able to obtain a Michigan Concealed Pistol License (CPL) and have continued qualification and firearms training from a certified instructor with the minimum standard set by Michigan Commission on Law Enforcement Standards (MCOLES). Court staff may be asked to work at any Trial Court location or facility, as necessary or required. Regular, reliable and predictable attendance is required.

**Duties:** Monitor and manage FOC jail population to assist in maintaining overall census below capacity. Interview offenders and make recommendations for release in the event of jail overcrowding. Enter, modify and maintain bench warrants in the state Law Enforcement Information Network (LEIN). Run LEIN inquiries, as necessary, for driver status, vehicle and property ownership, bench warrant status, etc. Achieve and maintain requirements as a Terminal Agency Coordinator (TAC) and certified LEIN operator. Manage, monitor and oversee FOC Kalamazoo Probation Enhancement Program (KPEP). Regularly communicate and interface with KPEP staff regarding resident's status. Operate and manage the FOC vehicle booting, property lien placement and seizure program. Physically immobilize vehicle, place liens and seize property pursuant to court orders. Maintain all records concerning these activities undertaken for child support enforcement purposes. Coordinate use of locate software tools to develop information from various sources to assist in locating absent parents. Review child support arrears cases for potential referral to the local prosecutor or State Attorney General's office for felony non-support warrant issuance. Develop partner relationships and act as FOC liaison for requested case information in this effort. Coordinate and participate in local and state (AG office) task force efforts to locate and arrest individuals with outstanding bench warrants related to non-payment of child support. Run and provide inquiries related to child support payer's possession of driver, occupational, or recreational licenses. Coordinate FOC effort to suspend such licenses in the event of payer's child support arrearage. Manage, monitor and oversee the FOC GPS community tether program for non-paying offenders. Responsible for hook-up and removal of tether devices, monitoring, including periodic physical checking, for adherence to court order. Maintain all records associated with individuals on tether, including child support payments, to assess viability of enforcement tool. All other duties as requested by the enforcement division supervisor or the FOC director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## PUBLIC SAFETY COMMUNICATIONS CENTER

### Public Safety Dispatcher (\$40,101)

**Required:** High School Diploma or equivalent certificate. Minimum of one (1) year experience as a Dispatcher, performing Public Safety related telecommunications duties as outlined above, or a minimum of three (3) months experience as a Call-taker at BCPSCC. Must be able to type **35 words per minute net** as administered through County Personnel department testing measures.

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

**Special Requirements:** Must have a valid driver's license. No felony convictions. Candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association (NENA) standards.

**Desired:** General knowledge of the streets and principle locations in Berrien County and a background in Law Enforcement, Fire Science or Emergency Medical Response. Ability to act quickly, accurately, perform more than one function at a time, work effectively with other staff and the general public under all conditions.

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

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



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## ROAD DEPARTMENT

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

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

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

**Duties:** Serves as designated project engineer on selected local, state and federally funded projects. Responsible for road engineering projects done under township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual, including inspection, material sampling and testing of aggregate, bituminous and concrete materials and density testing. Performs field survey, preliminary design, cost, estimates, final design, construction drawings, specifications, and right-of-way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines for road, bridge, culvert, and storm sewer projects. Creates engineering designs using computer aided drafting (Auto Cad) equipment of topographic surveys, cross-sections, construction plans and as-built plans. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## ROAD DEPARTMENT

### **Road Construction Summer Temp (\$11.00/hr. - \$13.00/hr.)**

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

**Required:** High school diploma or GED or any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**Special Requirements:** Must have and maintain a valid Michigan Driver's license which is required for employment. Maintain a satisfactory driving record. All Road Maintenance Workers are subject to random drug and alcohol testing.

**Duties:** Safety performs all work zone traffic control duties including, but not limited to setting up barricades, traffic cones, and signs; and flagging traffic for stationary and moving work zones. Loads and unloads equipment, materials and supplies. Cleans and clears culverts, drainage ditches and other drainage structures and maintains vegetation using hand and power tools as necessary. Cuts, rakes and disposes of brush and debris using a variety of hand and power tools including, but not limited to weed eaters, chain saws and chippers; may pick up refuse and cleanup work and illegal dump sites. Installs raised pavement markers, thermoplastic markings, and other types of traffic channelization devices. Performs asphalt pavement repair, patching and cleaning using a hand and power tools as necessary; may manually prepare sub grade for paving; may assist in installing concrete drain tile and culvert pipe. Assists sealcoat operations team. Performs manual labor tasks on projects including installation of concrete catch basins, retaining walls and other structures as directed. Performs routine preventative maintenance and cleaning of assigned equipment and tools; and completes service requests as needed. Submits neat and complete written and electronic records including time sheets, maintenance history report forms and other records as directed. Drives a pickup truck or light duty diesel truck. May operate a computer, mobile data collector, digital camera, etc. as necessary to accomplish assigned work duties. Performs related duties 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.





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## ROAD DEPARTMENT

### **Engineering Summer Temp (\$13.00/hr.)**

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

**Required:** High school diploma or GED. Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. Enrolled, majoring in or have completed coursework in an engineering, construction management or closely related four-year academic program. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment. Majoring in or having completed coursework in a civil engineering or construction management program; Familiar with computer programs (Microsoft Office, Adobe and AutoCAD); Familiar with construction drawings and specifications is preferred.

**Special Requirements:** A valid Michigan Driver's license is required for employment.

**Duties:** Assist Engineering staff with the design, survey and construction of roads, bridges, surface water and other public works projects to assure quality plan production and accurate quantities of materials. Assist in preparing data and reports for use and consideration by design, survey or construction staff. Assist in providing information and performing research duties. May write correspondence and create charts and tables using Microsoft Office products including Word, Excel, and Power Point or other engineering software. Assists in the review of engineering calculations, project document filing, computer data entry, and organizing field and office data. May assist engineering staff with materials testing and geotechnical field studies. May be requested to aid in placement and setup/retrieval of traffic study equipment and information including traffic counts done electronically or manually. May be requested to aid in sign installation and/or implementation of traffic control devices located in road right-of-way. Able to drive a pickup truck or light duty diesel truck. Assists with related 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.

## PUBLIC DEFENDER'S OFFICE

### **Legal Secretary II (\$27,631 - \$31,081)**

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



# BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ June 8, 2020 – June 12, 2020

## PARKS DEPARTMENT

### **Park Ranger (\$9.65/hr.)**

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

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

**Duties:** Under the general supervision of the Park Manager, responsible for assisting the routine operation, maintenance, supervision and security of a County Park facility. Typical duties include emptying trash receptacles, cleaning restrooms, picking up litter, collecting park fees, enforce park rules, assisting park visitors, and performing other duties 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.

**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 at Madeline Bertrand County Park in Niles, MI. This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

## PARKS DEPARTMENT

### **Lifeguard (\$11.50/hr.)**

**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. Must be at least 16 years of age.

**Desired:** Prior lifeguarding experience.

**Duties:** Lifeguards are employed primarily for the protection of swimmers and control of beach activities at Silver Beach County Park. Lifeguards are in charge of 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 discourage unsafe beach and water activities, providing necessary rescue and emergency care for accident victims, performing appropriate first aid, participating in regular training and employee improvement, and various other duties 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.

**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.

## PARKS DEPARTMENT

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

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Position available at Love Creek County Park in Berrien Center.

**Required:** Must be at least 16 years of age with a valid driver's license.

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

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





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## PROSECUTOR'S OFFICE

### **Legal Secretary II (\$14.16/hr.)**

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

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

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

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

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

## PROSECUTOR'S OFFICE

### **Assistant Prosecuting Attorney I (\$55,142 - \$73,896)**

**Required:** Graduation from an accredited law school. This is an entry level position. 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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## BOARD OF COMMISSIONERS

### **Corporate Counsel (\$93,033-\$124,674)**

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

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

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

**Desired:** Residency in Berrien County.

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

## COMMUNITY DEVELOPMENT

### **Driver (\$11.00/hr. - \$18.00/hr.)**

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

**Required:** High School diploma or equivalent.

**Other Requirements:** Must be able to obtain a CDL-C, P endorsement license if position requires this license. Must meet minimum MVR standards as set by TMI. CPR & Recipients Rights training will be provided.

**Physical Requirements:** Must be able to push, pull and support clients using wheelchair. Must be able to bend/kneel/reach into tight locations to secure wheelchair. Must be able to tug on straps in order to tighten wheelchair securely. Must be able to raise arms above head repetitively. Ability to sit for extended periods of time (80%-90% of shift). Ability to lift up to 50 pounds on an occasional basis. Ability to work extended hours frequently. Ability to work in a fast-paced environment and handle multiple tasks. Ability to follow safety requirements. Ability to pass physical.

**Desired:** Excellent communication skills, both verbal and written. Able to read and write English fluently. High degree of professionalism to interact with customers. Ability to read and comprehend maps.

**Note:** This position may work in all weather conditions and be exposed to emotionally/mentally challenged clientele.

**Duties:** Provide excellent customer service to clients. Operate transit system vehicles in a safe and lawful manner. Assist passenger in boarding and de-boarding in a safe and timely manner. Maintain positive relations with the public. Monitor passenger behavior. Collect and record fares accurately. Maintain clear, accurate records of all operational data. Institute emergency procedures in the event of an accident or mechanical breakdown. Prepare and submit appropriate vehicle manifests, ride tickets, occurrence reports and other appropriate forms and/or reports required by TMI. Maintain appropriate, professional radio contact with Dispatch at all times. Maintain vehicle appearance throughout the route and at the end of shift. Perform other duties as may be required by management. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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## COMMUNITY DEVELOPMENT

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

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

**Required:** High School diploma or equivalent.

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

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

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

**Duties:** Answer and direct incoming calls. Maintain ongoing effective communication with referring agencies. Maintain up-to-date knowledge about company processes and procedures to provide assistance to customers and referring parties. Assist with general housekeeping duties in the office as needed. Interact positively with employees. Perform all miscellaneous clerical tasks requested, including document preparation, and filing. Maintain accurate files and documentation to meet compliance requirements. Perform other duties as may be required by management. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

## COMMUNITY DEVELOPMENT

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

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

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

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

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

**Note:** This position may work in all weather conditions.

**Duties:** Inspect vehicles for safety, including mechanical and electrical maintenance. Maintain inventory of parts and manuals. Contract and arrange for unusual or heavy maintenance work to be done by other facilities. Generate and maintain accurate and complete work order data for each vehicle and equipment for future reference. Perform preventive maintenance on all vehicles and equipment. Install and repair equipment. Operate and test equipment. Perform general housekeeping of bays and shop. Rescue stuck vehicles or vehicles that have broken down. Perform all other duties that may be required by management. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.