



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 August 1st – 5th, 2022

ANIMAL CONTROL

Kennel Worker – Temporary/Part-Time (\$12.00/hr.)

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

Required: A fondness for animals is required. Must have the ability to lift 50+ pounds; and frequently bend, stand, stoop, and walk. Must be able to a variety of animals without issues such as allergies or fear.

Desired: Knowledge of the proper methods of handling and restraining animals safely with individual animal temperament in mind. Ability to gain animal confidence when restraining them for transport, grooming and/or treatment. Ability to use cleaning materials and equipment with skill and efficiency; perform moderately heavy physical labor; and 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, including laundering bedding, sterilizing food and water bowls. Monitor animal appearance for physical condition and report any signs of illness, disease or discontent. Discharge and admit animals as requested. Ensure cages and animals are properly identified. 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.

BUILDING & GROUNDS

Building & Groundskeeper (\$31,932 - \$41,613)

Education and Experience: High school diploma or equivalent and one year of grounds keeping experience in a commercial setting.

Additional Requirements: Must have a current Michigan driver's license. Employees in this position will be expected to frequently lift 70 pounds, stand, sit, squat or kneel for extended periods. Must have the ability to distinguish colors.

Duties: Performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings. Maintains lawns, parking lots and sidewalks. Operates and maintains a variety of equipment and tools. Assists with performing building maintenance duties and tasks assigned. May deliver mail and packages. Opens and closes county buildings as directed. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

BUILDING & GROUNDS

Building & Groundskeeper – Temporary/Part-Time (\$14.44)

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

Education and Experience: High school diploma or equivalent and one year of grounds keeping experience in a commercial setting.

Additional Requirements: Must have a current Michigan driver's license. Employees in this position will be expected to frequently lift 70 pounds, stand, sit, squat or kneel for extended periods. Must have the ability to distinguish colors.

Duties: Performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings. Maintains lawns, parking lots and sidewalks. Operates and maintains a variety of equipment and tools. Assists with performing building maintenance duties and tasks assigned. May deliver mail and packages. Opens and closes county buildings as directed. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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BUILDING AND GROUNDS

Custodian (\$26,390 – \$29,686)

Education and Experience: High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance.

Additional Requirements: Must be self-starter, capable of performing tasks with limited supervision, possess a valid Michigan driver's license and have the ability to lift 50 pounds repeatedly.

Duties: Performs all related custodial duties for County offices including: dusting, sweeping, vacuuming, mopping and polishing furniture, floors, elevators, walls and woodwork. Washes windows, walls and woodwork. Operates and maintains custodial equipment. Dispose of refuse and responsible for building recycling. Prepares and mixes cleaning solutions. Cleans and maintains lavatories and drinking fountains and replenishes all dispensers. Responsible for stocking and inventory of all custodial supplies. Performs minor maintenance tasks, including snow removal, lamp replacement, and minor plumbing. Responsible for the securing and monitoring facility. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

BUILDING AND GROUNDS

Custodian – Temporary/Part-Time (\$12.40/hr.)

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

Education and Experience: High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance.

Additional Requirements: Must be self-starter, capable of performing tasks with limited supervision, possess a valid Michigan driver's license and have the ability to lift 50 pounds repeatedly.

Duties: Performs all related custodial duties for County offices including: dusting, sweeping, vacuuming, mopping and polishing furniture, floors, elevators, walls and woodwork. Washes windows, walls and woodwork. Operates and maintains custodial equipment. Dispose of refuse and responsible for building recycling. Prepares and mixes cleaning solutions. Cleans and maintains lavatories and drinking fountains and replenishes all dispensers. Responsible for stocking and inventory of all custodial supplies. Performs minor maintenance tasks, including snow removal, lamp replacement, and minor plumbing. 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 (\$29,030 - \$37,833)

Education and Experience: 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.

Typing Requirement: Must have a minimum typing speed of **40 words per minute net**. 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.



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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.

COUNTY CLERK

Deputy Court Clerk II (\$31,932 - \$41,613)

Education and Experience: High school diploma or equivalent and three years of court/legal experience is required, preferably court file maintenance experience. Certification as a Certified Electronic Operator (CEO) is required within six months of employment.

Typing Requirement: Must have a typing speed of **40 words per minute net**. Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

COUNTY CLERK

Deputy Elections Clerk (\$29,030 - \$37,833)

Education and Experience: Associate degree and two years of related experience; **OR** a high school diploma or GED and four years of related experience.

Typing Requirement: Minimum typing speed of **40 words per minute net**. 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.

Additional Requirements: Must possess a valid driver's license. Current appointment as a Notary Public in the State of Michigan or the ability to become one within six months. Must obtain and maintain Election Administrator Accreditation from the State of Michigan Bureau of Elections. Will be expected to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/ or audio logical appliances and devices to increase mobility. Must have the ability to lift up to 40 pounds. Will be subject to a background check and fingerprinting.

Necessary Skills: Demonstrated proficiency in the use of word processing, spreadsheet and other applications software. Excellent skills in verbal and written communication, organization, work prioritization and attention to detail.

Desired: Prior experience with conducting local elections.

Duties: Assists with local, state and federal elections, including school districts, the intermediate school district and Lake Michigan College. Performs a variety of office tasks relating to elections, including creating/filing necessary forms, notarizing documents, processing fees and record maintenance. Processes voter registration forms and maintains the state Qualified Voter File. Participates in all aspects of Election Day preparation, post-election Canvassing, recall and recount election processes, and the distribution of the county deaths to local 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 (\$38,638 - \$50,355)

Education and Experience: Bachelor's degree in a related field; **OR** an Associate degree and two years of related experience; **OR** a high school diploma or GED and four years of related experience.

Typing Requirement: Minimum typing speed of **40 words per minute net**. 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.

Additional 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. Maintains the statewide Qualified Voter File for the County. Creates detailed voter reports in all media. Coordinates training; creates training materials; and develops training seminars. Prepares and publishes all Notices of Registration and Notices of Election. Acts as the County Clerk on the County Elections Commission when necessary. Summons and assists the County Board of Canvassers. Prepares and maintains a permanent record of all canvasses. Supervises Campaign Finance filings. Responsible for the notification of late fees and collection. Backs up the Circuit Court File Clerk I. Assists at the counter and phone customers. Balances financial transactions in software application. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

COUNTY CLERK

Recount Worker – Temporary/ Part-Time (\$15.00/hr.)

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

Education and Experience: Must be a qualified and registered elector of the State of Michigan.

Desired: Experience working as an election inspector in a polling precinct or absent voter counting board.

Duties: Assists the County Board of Canvassers in conducting election recounts. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

COUNTY CLERK

Senior Clerk (\$31,932 - \$41,613)

Education and Experience: A high school diploma or equivalent and a minimum of three years clerical experience.

Typing Requirement: Minimum typing speed of **50 words per minute net**. 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.

Additional Requirements: Possession of valid driver's license. Ability to lift up to 40 pounds. Subject to a criminal background check and fingerprinting. Must pass a pre-employment physical, including a drug screen, as a condition of employment.

Necessary Skills: Skill in operation of office equipment and in Microsoft Office software. Ability to work effectively with officials, other employees and the public. Good attention to detail.



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Desired: Additional course work in typing, bookkeeping or related field is preferred. Prior related experience in the County Clerk's Office. Knowledge of modern office and bookkeeping practices. Reasonable knowledge of the legal requirements involved in handling official documents; and of County organization, operations and personnel.

Duties: Under general supervision, performs administrative tasks requiring a thorough knowledge of the Department's policies and procedures. Assists department staff in performance of job duties. Acts in the capacity of the supervisor in his/her absence. Serves as lead worker for the department's clerical staff; answers questions, provides training, and resolves problems. Responds to walk-in and telephone inquiries; provides the more complex information regarding departmental practices and procedures, which requires knowledge of state and federal rules and regulations. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

FRIEND OF THE COURT

Court Investigator (\$43,316 - \$58,046)

Education and Experience: High school diploma or equivalent and a minimum of two years of experience related to collection investigations or investigative law enforcement. Additional coursework in psychology, criminology, accounting or related field is preferred.

Additional Requirements: Employees must possess a valid vehicle operator's license, pass a pre-employment physical, and be fingerprinted prior to employment. May be required to submit to drug screening tests as a condition of continued employment. May not have any felony convictions.

Desired: Coursework or experience in business and/or public administration, finance/accounting, criminal justice or law. Knowledge of mainframe and personal computer applications, data collection and automated information systems.

Duties: Conducts investigations, undertakes enforcement related activities and makes recommendations concerning appropriate establishment and payment of support pursuant to court orders. Assists in locating delinquent payers. Prepares and maintains records, files, court documents and correspondence. Receives and responds to inquiries over the phone and in person regarding payment, enforcement and/or modification of support. Testifies in court as necessary. May serve legal papers for the Court. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

FRIEND OF THE COURT

Domestic Investigator (\$47,647 - \$63,851)

Education and Experience: A Bachelor's degree in social work, psychology or related field is required, with previous social work or related experience preferred; **OR** a high school diploma or equivalent and a minimum of four years of full-time experience in direct human service counseling and/or investigative duties with a criminal justice agency.

Special Employment Conditions: Employees must possess a valid vehicle operator's license and pass a pre-employment physical, including drug screening. Will be fingerprinted prior to employment. Random drug screening may be a condition of continued employment. May not have any felony convictions. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

Necessary Skills: Must possess an ability to communicate effectively with individuals from a wide variety of socioeconomic backgrounds. Proficiency in writing, interpersonal, and communication skills. Efficiently manage time, prioritization and productivity. Exhibit sound judgment and ability to work as part of a team. Competency with computers, computer programs and Microsoft Office products.



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Desired: Familiarity with Michigan Court Rules, Michigan statutes relating to child custody, parenting time, and child support, Office of Child Support policy, Michigan Child Support Guidelines, and Court practices and procedures.

Duties: Conducts investigations, prepares reports and makes recommendations regarding child custody, support and wellbeing. Investigations may include review of documentation, interviews, home visits and communication with related professionals. Reviews cases to determine child support arrearages; assists in collecting child support payments. Develops and manages parenting time schedules. Assists in resolving disputes between litigants regarding domestic relations issues. Prepares and maintains files, records and reports. Prepares case-related correspondence. Attends and testifies at Court hearings. Prepares, approves and enforces Court orders. Initiates Court proceedings to resolve disagreements between parties. Investigates complaints regarding the welfare and well-being of dependent minor children and directs parties to proper resources or authorities. Regularly confers with parties and attorneys regarding domestic relations cases. Assists walk-in clients and receives phone inquiries. Explains Friend of the Court policies and procedures. Attends professional development training. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

FRIEND OF THE COURT

Office Assistant (\$29,585 - \$39,646)

Education and Experience: A high school diploma or equivalent. Previous clerical or related experience is preferred.

Typing Requirement: Must be able to type **40 words per minute net** as administered through County Personnel department testing measures. 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.

Additional Requirements: Employees must possess a valid vehicle operator's license and pass a pre-employment physical, including drug screening. Will be fingerprinted prior to employment. Random drug screening may be a condition of continued employment. May not have any felony convictions. Required to be a Notary Public upon employment.

Necessary Skills: Friend of the Court employees must possess an ability to communicate tactfully and effectively with individuals from a wide variety of socio-economic backgrounds. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

Duties: Performs routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as answering phones, assisting walk-in clients, processing daily mail, scanning, indexing and routing documents in the electronic case management system. Provides information to the public regarding departmental policies and procedures. May schedule appointments for various meetings and programs. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

HEALTH DEPARTMENT

Breastfeeding Peer Counselor – Temporary/Part-Time (\$20,496 - \$23,056)

Note: This is a **grant-funded, part-time** position working 30 hours per week. There are no benefits.

Education and Experience: High school diploma or GED. Significant personal breastfeeding experience (does not have to be currently breastfeeding).

Additional Requirements: International Board-Certified Lactation Consultant (IBCLC) or Certified Lactation Counselor (CLC). Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Must be accomplished in the first year of employment: complete Loving Support Peer Counseling training; attend WIC Breastfeeding Basics training; attend MSUE Peer counselor update training; attend the annual WIC conference; on-site visits by State WIC Lactation Consultants; read assigned books and materials about breastfeeding; attend other breastfeeding related conferences/training as appropriate; is a paid member of the local chapter of the LaLeche League.



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Necessary Skills: Commitment and enthusiasm for promoting and supporting breastfeeding. Demonstrates the ability to communicate with diverse populations. Ability to maintain strict client confidentiality. If possible, is or has been a WIC participant.

Duties: Builds and maintains a caseload of WIC women (pregnant and breastfeeding mothers). Makes routine periodic contacts to provide breastfeeding information and support to new mothers in their infant feeding plan. Helps mothers prevent and overcome common barriers and breastfeeding concerns. Counsels WIC pregnant and breastfeeding mothers by telephone, home visits, clinic visits and/or hospital visits at scheduled intervals determined by the local WIC program. Follows up on all client referrals and keeps accurate records of services provided to WIC participants. Teaches breastfeeding classes and/or recruits mothers at WIC clinics. Helps organize a local breastfeeding support group. Functions within a community team, including MSUE, Breastfeeding Initiative Peer Counselor, MIHP staff, hospital staff, lactation consultants or LaLeche League leaders. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Business Analyst (\$52,412 - \$70,236)

Education and Experience: Bachelor's degree in accounting, finance, business administration or related field and a minimum of 3 years of experience in a health care or governmental setting demonstrating familiarity with accounting practices and an understanding of financial management systems. MBA, CPA or related advanced degree is preferred.

Additional Requirements: Possession of a valid driver's license.

Necessary Skills: Thorough working knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB. Experience with fund accounting, budget management and contract and grant administration. Experience working with clinic revenue cycle. Demonstrated advanced spreadsheet skills and the ability to work with Microsoft Office and Outlook software. Strong verbal and written communication skills. Excellent time management, organization and analytical skills with strong attention to detail.

Duties: Plans, designs and conducts operational analysis and assists with a variety of activities designed to maximize financial effectiveness in support the Health Department mission and finance team. Provides routine review and analysis of clinic accounts receivable. Participates in policy and procedure development. Maintains and updates fee schedules, 340B pricing schedules and registrations. Maintains encounter forms, ROS, Billing Resource Manuals, immunizers and roster billing requirements. Maintains all aspects of credentialing, including new employees and providers, monitors third party public and commercial insurers' contracts, payer website and access/registration, CMS registrations for Medicare and Medicaid. Reconciles and distributes monthly patient statements. Performs bad debt write off/review for approval. Posts and reconciles payments and resolves billing problems. Manages and maintains records of all billing related documentation and ensures audit documentation compliance. Ensures HIPAA compliance through routine audits and implementation of confidentiality standards. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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HEALTH DEPARTMENT

Disease Intervention Tech II (\$42,503 - \$47,807)

Education and Experience: Bachelor's degree in health, community or public health related field and one year of community outreach, case management and/or health care experience; **OR** Associate degree in health, community or public health related field and three years of community outreach, case management and/or health care experience. Training for the Michigan Disease Surveillance System and Case Investigation and Contact Tracing Protocol and Guidance will be provided upon hire.

Additional Requirements: A Berrien County application, resume and cover letter are required for this position. Possession of a valid vehicle operator's license. Ability to work non-traditional hours and weekends as needed. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Necessary Skills: Computer proficiency. Excellent written and verbal communication skills. Ability to interact positively, professionally, and empathetically with culturally diverse individuals during a time of crisis and distress. Self-motivated and able to work independently. Exemplary organizational skills. Ability to counsel from a culturally aware and client driven perspective. Able to deliver excellent customer service to all clients while following HIPAA guidelines.

Desired: Fluency in English and Spanish. Knowledge of community resources and able to deal with high risk individuals. Understanding of structural influences on health, including the intersections of race and health, education and health, and income and health.

Duties: Assists department work for contact tracing to support mitigation and prevention of continued spread of COVID-19 as a part of pandemic preparedness and response strategies. Communicates with individuals who have tested positive for COVID-19 or are suspected of having COVID-19 to monitor health status, emphasize the necessity of isolation/quarantine and identify individuals who they may have had close contact with during their infectious period. Notifies identified exposed individuals of their potential exposure as rapidly and sensitively as possible. Provides education about risk, health monitoring, and the possibility of spreading the infection to others. Conducts follow-up calls to positive individuals and their contacts during the duration of the isolation and/or quarantine period and connects them with appropriate medical care/treatment should symptoms develop or worsen. Maintains patient confidentiality and follows privacy rules. Enters required documentation into web- and Excel-based platforms. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Nurse Family Partnership Program Nurse (\$46,751 - \$52,590)

Education and Experience: Bachelor's degree in nursing; registration as a nurse (RN) in the State of Michigan; no experience required. Applicants who do not possess a Bachelor's degree in nursing but have a registration as a nurse (RN) in the State of Michigan AND an accumulated total of two years of nursing experience may be considered for this position, although hire is dependent upon an approved variance granted from the NFP National Service Office. Preference will be given to applicants with a Bachelor's degree in nursing.

Additional Requirements: A Berrien County application, resume and cover letter are required for this position. Possession of a valid vehicle operator's license and a vehicle.

Special Employment Conditions: Expected to attend multiple training programs required by the Nurse Family Partnership Program. Strict adherence to the NFP program protocols and reporting requirements is expected. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.



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

Duties: Assesses physical, emotional, social and environmental needs of women and their families as they relate to health and life course development. Provides counseling and instruction to assist women and their families in attaining targeted goals in areas including prenatal and postpartum care, nutrition, parenting, well childcare, family planning and special health problems. Develops a working relationship with women and their families that promote problem-solving competence. Promotes involvement of other family members in pregnancy, birth and early childcare. Links women and families with community resources that are relevant to their specific needs. Consults and collaborates with other professionals involved in providing services to women and families in their caseload. Records nursing activities according to program protocols. Assumes responsibility for ongoing learning in relation to program implementation. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

HEALTH DEPARTMENT

Public Health Nurse II (\$46,751 - \$52,590)

Education and Experience: 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, full-time experience in a hospital, clinic, or the military services, which includes an accumulated total of one year of paid, full-time experience in community or public health field nursing. 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.

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

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.

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 public.

Duties: Promotes health through education, counseling and appropriate preventive, therapeutic and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization, communicable disease control, nutrition education, family planning and adolescent school services. Participates in case management of children with special needs. Participates in the determination of priorities for nursing services. 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. Performs a variety of assessments and uses problem-solving techniques to determine a client's level of health risk. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Public Health Nurse II – Temporary/Part-Time (\$23.28/hr.)

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

Education and Experience: 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, full-time experience in a hospital, clinic, or the military services, which includes an accumulated total of one year of paid, full-time experience in community or public health field nursing. 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.

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

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.

Desired: Thorough knowledge of nursing theory and skills. Reasonable knowledge of state and local public health programs; the practices of public health nursing; 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 public.

Duties: Promotes health through education, counseling and appropriate preventive, therapeutic and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization, communicable disease control, nutrition education, family planning and adolescent school services. Participates in case management of children with special needs. Participates in the determination of priorities for nursing services. 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. Performs a variety of assessments and uses problem-solving techniques to determine a client's level of health risk. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Public Health Nutritionist I (\$42,503 - \$47,807)

Education and Experience: Bachelor's degree in Nutrition or Dietetics, or its equivalent in terms of education, experience or training.

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

Possession of a valid vehicle operator's license and a vehicle is required. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Desired: Registration as a Dietician in the State of Michigan. Thorough knowledge of the principles of human nutrition. Considerable knowledge of dietary control of diseases. Knowledge of the principles of health education and public health administration. Ability to plan, organize and develop a public nutrition consultation and education program, Ability to apply education and public information techniques to the science of nutrition. Ability to work with community organizations in the development of nutrition programs. Considerable skill in speaking and writing concerning nutrition.



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 August 1st – 5th, 2022

Duties: Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. Plans, develops, and implements nutritional education and high-risk care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the Department. Serves as an advisor on nutrition to special health projects such as Family Planning and Maternal and Child Health programs. Plans and conducts classes on nutrition and diets to groups with special nutritional needs such as heart and diabetic patients, and other participants in Health Department programs. May conduct surveys, home visits, etc. to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for Departmental 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.

HEALTH DEPARTMENT

Public Health Nutritionist II (\$46,751 - \$52,590)

Education and Experience: Bachelor's degree in nutrition or dietetics and certification as a registered dietitian; minimum of nine months of experience working in the field of nutrition or dietetics.

Additional Requirements: A Berrien County application, resume and cover letter are required for this position. Possession of a valid driver's license and a vehicle. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Desired: Thorough knowledge of the principles of human nutrition. Considerable knowledge of dietary control of diseases, health education and public health administration. Ability to plan, organize and develop a public nutrition consultation and education program. Considerable skill in speaking and writing concerning nutrition.

Duties: Plans, develops, and implements nutritional education and care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the department. Works with high-risk clients to develop individualized care plans and acts as a liaison with medical providers to approve requests for specialized infant nutritional needs. Develops other nutrition protocols and nutrition education lessons to be used with high-risk clients. Plans and conducts classes on nutrition and diets to groups with special nutritional needs, such as heart and diabetic patients, and other participants in Health Department programs. Serves as an advisor on nutrition to special health projects such as Family Planning and Maternal and Child Health programs. Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. May conduct surveys, home visits, etc. to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for departmental programs. 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.

HEALTH DEPARTMENT

Registered Sanitarian (\$46,751 - \$52,590)

Education and Experience: A Bachelor's degree in the field of environmental health, biology, chemistry, physical sciences or engineering. Three years as an environmental health sanitarian working in general environmental health. Must have Registered Sanitarian status with the State of Michigan. If not registered with the State of Michigan, the employee is titled "Sanitarian" and paid at one grade LESS on the salary schedule. May qualify with an Associate degree in the field of environmental health, biological, chemical, or physical sciences, or engineering and a minimum of two years of experience with environmental health services, food service inspection, sewage treatment or other environmental health duties.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer August 1st – 5th, 2022

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

Possession of a valid vehicle operator's license and a vehicle is required. Duties require sufficient mobility and physical condition to perform essential functions of the position including lifting objects up to 50 pounds, walking, bending, stooping and standing for extended periods. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Desired: Reasonable knowledge of modern environmental health practices, techniques and programs. Reasonable knowledge of county and state laws, ordinances, rules and regulations relating to environmental health. Skills in applying the knowledge of environmental health principals to environmental health problems. Able to enforce environmental health regulations firmly but tactfully. Effective communication skills. Ability to present information before small and large groups.

Duties: Inspects and evaluates premises having environmental health significance. Enforces county and state laws, ordinances and regulations. Provides environmental health services. Provides general consultation in relation to sanitation requirements. Provides assistance and guidance to citizens and agencies with environmental health problems and explains environmental health problems to interested groups. Prepares detailed correspondence and reports. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

INFORMATION SYSTEMS

Customer Service PSAP Technology Specialist (\$42,503 – \$55,391)

Education and Experience: Bachelor's degree in Computer Information Systems or computer-related field; and minimum of one year full-time experience in a customer support environment using computerized software; **OR** Associate degree in Computer Information Systems or computer-related field; and minimum of three years full-time experience in a customer support environment using computerized software.

Additional Requirements: Must have a valid driver's License and reliable vehicle. No felony convictions. Will be required to successfully complete initial intensive and periodic training and maintain certifications. May be required to travel off-site.

Typing Requirement: Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. 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.

Necessary Skills: Knowledge of computer hardware, software and office software applications. Ability to differentiate colors and read maps, dispatch controls and charts. Basic understanding of GIS databases. Must be able to master PSAP telephony system, dispatch computer applications and practice proper security measures. Able to work independently and follow complex instructions, work independently, multitask and problem solve with good judgement. Strong interpersonal and communication skills. An understanding of data-enhanced 911 systems and radio communications systems.

Desired: Basic knowledge of network wiring; ESRI ArcGIS and similar applications; and laws and practices pertaining to emergency services. Familiarity with principal locations in Berrien County. Prior experience in public safety telecommunications, law enforcement, fire science or emergency medical.

Duties: Under supervision of the Operations Manager, oversees the implementation and maintenance of all computer related technology at Public Safety Answering Points; troubleshoots and resolves customers' problems to promote accurate and timely processing of public-safety calls; repairs and maintains data processing equipment and related hardware. Observes the operations of the equipment and reports malfunctions or deviations from the standard. Facilitates and/or trains staff on the use of technology used by PSAPs. Subject to call-in during off duty hours. 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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INFORMATION SYSTEMS

Social Media Technician (\$38,638 - \$50,355)

Education and Experience: Bachelor's degree in marketing, business, communications or related field; **OR** Associate degree in marketing, business, communications or related field and minimum 2 years full-time work experience in social media or marketing in a business environment; **OR** high school diploma or equivalent and minimum 5 years full-time work experience in social media or marketing in a business environment.

Additional Requirements: Valid driver's License and access to reliable transportation.

Necessary Skills: Excellent writing, editing (photo/video/text), presentation and communication skills. Considerable understanding of standard office software applications, web design and analytical tools. Good photography skills. A positive, diplomatic and customer focused attitude. Detail oriented with good multitasking ability and the ability to work independently as well as in a team environment.

Desired: Considerable knowledge of county government functions.

Duties: Represents County interests by communicating with the public via County-approved social media sites, County websites and County press releases. Generates, edits, publishes and shares daily content that builds meaningful connections and encourages community involvement. Moderates all generated content in accordance with County policy. Serves as photographer for County departments for posting to social media. Acts as liaison for departments and social media, web vendors and press. Reviews analytics and provides statistical reports. 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.

INFORMATION SYSTEMS

Switchboard Operator – Temporary/Part-Time (\$12.17/hr.)

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

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

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

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



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JUVENILE CENTER – 24 HOUR FACILITY

Case Manager II (\$52,412 - \$70,236)

Education and Experience: Master's degree from an accredited college or university in psychology, social work, counseling, corrections, criminal justice, or other related human services field and one year of paid full-time professional experience in a juvenile facility, court system or other related child welfare/social services agency. A valid professional license from the State of Michigan in one of the above disciplines.

Additional Requirements: Must pass a pre-employment physical, drug test, and a criminal and civil record check. Employees will be fingerprinted. Must submit to random drug and alcohol testing. May be assigned to work at any Berrien County Trial Court location. Works flexible hours, weekends and holidays.

Necessary Skills: Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the public.

Desired: Graduate Coursework in Social Work, Criminal Justice, Corrections Administration, Counseling or Psychology. Knowledge of professional standards and administrative rules relating to juvenile detention and residential facilities. Knowledge of computer applications in justice systems. Paid full-time experience working with juvenile or adult offenders. Experience in coordinating the daily programming and stated responsibilities in a juvenile facility. Experience in group-oriented/cognitive behavioral treatment or detention programs. Knowledge of evidence-based practices and assessment tools. Michigan licensure in Social Work, Psychology or related behavioral health field.

Duties: Serves as the designated social services worker in the Juvenile Center programs. Participates in planning, implementing, supervising and reporting on programs, projects, and tasks for youth and their families. Counsels residents and their families. Coordinates social services and treatment plans for assigned youth. Maintains accurate and complete case files. Participates in the development and implementation of the staff development program. Participates in the planning and implementation of therapeutic recreational programs and activities for youth. Lead worker, responsible for delegating assignments to staff and ensuring the completion. Assists in ensuring compliance with Michigan Administrative Rules relating to Juvenile Detention and Residential Facilities as well as other professional standards. 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.

JUVENILE CENTER – 24 HOUR FACILITY

Clinical & Treatment Services Manager (\$69,759 - \$93,485)

Education and Experience: Master's degree from an accredited institution in an appropriate mental/behavioral health discipline and at least two years paid professional experience that includes providing direct mental health services and supervising programs and staff. Must be registered with the State of Michigan as one of the following: Licensed Social Worker, Licensed Psychologist, Licensed Professional Counselor, or Licensed Marriage and Family Therapist.

Additional Requirements: Ability to maintain confidentiality, effective working relationships, and interact effectively with the public. May be required to work holidays and weekends, or be on call as scheduled. Is expected to be available and reachable on and off duty. Must pass a pre-employment physical, drug test, and a criminal/civil record check. Employee will be fingerprinted.

Desired: Knowledge and application of the following: family systems theory; behavioral therapies; cognitive-behavioral therapy theory; family therapies theory; child development and its application in treatment; social skills assessment and intervention; mental health issues and interventions in juvenile detention, juvenile correctional facilities or treatment programs. Demonstrated ability to supervise, train, and lead a team of mental health professionals.



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Duties: Responsible for developing, implementing, coordinating, supervising and evaluating all aspects of the clinical and treatment services provided to Juvenile Center residents and their families. Directly supervises childcare personnel, counselors, clinical staff, case managers, community supervision personnel and supervisory level employees. Provides emergency crisis intervention with emotionally disturbed residents and ongoing counseling and therapy according to individual treatment plans. Provides intensive family therapy, conducts mental health evaluations for residents or other Court Wards. Provides in-service training and consultation for staff as needed. Ensures and documents continuous compliance with applicable American Correctional Association Accreditation Standards and Michigan Administrative Rules. 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 – Temporary/Part-Time (\$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.

Education and Experience: 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

Juvenile Center Assistant Supervisor (\$43,316 - \$58,046)

Education and Experience: A Bachelor's degree in behavioral sciences or related field, or 60 semester hours of college credit with a minimum of two (2) years of paid, full-time experience working with juvenile delinquents or adult offenders in the justice field, or with clients in the social service/mental health fields.

Additional Requirements: May be required to work weekends and holidays or be on call. May be required to fill in for other supervisory vacancies as needed. May be required to provide after hours, weekend and holiday assistance to police agencies, the Juvenile Center, Court, and the Prosecuting Attorney's Office.

Desired: Coursework in Criminal Justice, Corrections or Administration. Supervisory experience in the field of juvenile or residential treatment facilities. Knowledge of computer application in the justice system.

Duties: Supervises the work of Juvenile Center Group Leaders, Youth Specialists, substitutes or unpaid personnel on assigned shifts. Participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Distributes or ensures that staff distributes medications to residents as prescribed. Implements medical treatment plans as ordered, and processes resident medical complaints. Maintains optimal security and programming in the facility by monitoring the facility's security camera system and communication system. Arranges and supervises transportation for residents to and from home, court, hospital, dentist, doctor, etc. Assists the Juvenile Center Supervisor on the shift as needed or requested. Provides direct and immediate feedback or corrective discipline to childcare staff. Ensures the implementation and documentation of emergency procedures by staff. Ensures that behavior management guidelines are strictly followed. Monitors and/or coordinates all resident population movement within the facility and necessary security precautions are followed. Serves as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director or 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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Equal Opportunity Employer August 1st – 5th, 2022

JUVENILE CENTER – 24 HOUR FACILITY

Reintegration and Family Services Coordinator (\$42,686 - \$57,201)

Education and Experience: Bachelor's Degree with a major in Social Work, Psychology, Sociology, Criminal Justice, Corrections, Counseling or related field.

Necessary Skills: Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public.

Special Employment Conditions: Must pass a pre-employment physical, drug test, and a criminal and civil record check. Employees will be fingerprinted. Submit to random drug and alcohol testing per the Court's policy. May be assigned to work at any Berrien County Trial Court location during the course of employment. Works weekends, holidays, evenings or flexible hours as needed in the fulfillment of the duties.

Duties: Responsible for the development and implementation of a comprehensive reintegration service plan for youth in out of home placements. Provides intensive counseling, parent education, family support and community supervision. Maintains accurate case files and reports. Participates in team meetings, staffing, case reviews and court hearings. 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.

JUVENILE CENTER – 24 HOUR FACILITY

Secretary – Temporary/Part-Time (\$15.00/hr.)

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

Education and Experience: A high school diploma or equivalent and a minimum of six months to one year of clerical/secretarial work experience.

Typing Requirement: A minimum typing speed of **45 words per minute net** is required. 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

Youth Specialist I (\$34,903 - \$46,775)

Education and Experience: Thirty semester or forty-five quarter hours of college education which includes three semesters or four quarter hours of psychology and previous experience in social services or juvenile direct care. A combination of qualifying experience and training may be considered in lieu of the educational requirement. The Court reserves the right to make the final judgment about what constitutes an appropriate combination of education, experience and training by an applicant. 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.

Additional Requirements: Must submit to fingerprinting. May be subjected to criminal record, character, reputation, 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.



BERRIEN COUNTY PUBLIC POSTING

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Download an application from the Berrien County website: [Employment Application](#);
Equal Opportunity Employer August 1st – 5th, 2022

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 affecting the Juvenile Center. Intervenes in crises when necessary, 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

Youth Specialist II (\$38,392 – \$51,448)

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

Note: Applicants that do not meet the minimum requirements for Youth Specialist II but have at least thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology, may qualify for Youth Specialist (\$34,903).

Additional Requirements: Must submit to fingerprinting. May be subjected to criminal record, character, reputation, 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.

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 affecting the Juvenile Center. Intervenes in crises when necessary, 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

Youth Specialist – Temporary/Part-Time (\$16.49/hr.)

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

Education and Experience: Thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology. A combination of qualifying experience and training may be considered in lieu of the educational requirement. The Court reserves the right to make the final judgment about what constitutes an appropriate combination of education, experience and training by an applicant.

Duties: The Temporary Youth Specialist works as an on-call employee to fill temporary vacancies in the full-time 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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MOTOR POOL

Automotive Mechanic (\$34,061 - \$44,387)

Education and Experience: high school Diploma or GED with additional course work in automotive repair preferred; and a minimum of two year related automotive mechanic experience is required.

Additional Requirements: Must possess a valid vehicle operator's permit. A State of Michigan Mechanics license is preferred.

Duties: Under the general supervision of the Automotive Fleet Manager, performs maintenance and repair activities for the County's motor pool vehicles and small gas engine equipment. Diagnoses and troubleshoots mechanical and electrical problems. Determines parts necessary to complete repairs. Obtains approval from supervisor in replacement of major or expensive parts. Corrects malfunctions by completing mechanical repairs, rebuilding, rewiring, overhauling and the installation of special use equipment. Records repairs of all work completed and parts used on each vehicle repaired. Completes inspection checklists as directed. Washes vehicles and disinfects, cleans and vacuums vehicle interior. Removes and installs vehicle lettering and decals. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PARKS & RECREATION

Lifeguard – Part-Time/Temporary (\$11.75/hr.)

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

Required: Current certifications of training for Red Cross Lifeguard Training or equivalent and CPR for Adult, Infant and Child. Must pass both written and water tests demonstrating individual physical fitness and knowledge of water rescue techniques. Must be at least 16 years of age. 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.

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 oversee 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. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PARKS & RECREATION

Park Maintenance – Part-Time/Temporary (\$10.00/hr.)

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

Required: Must be at least 16 years of age with a valid driver's license. 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. General knowledge of the tools, materials and equipment used in the repair and maintenance of buildings, grounds and facilities. Positions available at Silver Beach County Park in St. Joseph and Love Creek County Park in Berrien Center.

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; backpack 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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PARKS & RECREATION

Park Ranger – Part-Time/Temporary (\$10.00/hr.)

Note: This is a **seasonal, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Positions are available year-round at Madeline Bertrand County Park in Niles, MI, and May through October at Silver Beach County Park in St. Joseph, MI.

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

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

Duties: Under the general supervision of the Park Manager, responsible for assisting the routine operation, maintenance, supervision and security of a County Park facility. Typical duties include emptying trash receptacles, cleaning restrooms, picking up litter, collecting park fees, enforcing park rules, assisting park visitors and performing other duties as required. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PROSECUTOR'S OFFICE

Assistant Prosecuting Attorney II (\$63,416 - \$84,983)

Education and Experience: Graduation from law school and a minimum of two years paid, full-time previous civil, criminal, appellate, or probate legal counseling experience.

Additional Requirements: Must be a member of the State Bar of Michigan.

Duties: Under general supervision of the County's Prosecuting Attorney, prosecutes complaints for and on behalf of the County and other official agencies. Receives, reviews, and approves police reports and arrest warrants. Prosecutes difficult criminal complaints. Conducts legal research and processes extradition cases. Prepares legal briefs, petitions and search warrants. Represents the People of the State of Michigan in court, as well as argues cases in front of the Court of Appeals and Supreme Court. Interprets and applies criminal statutes. Assists less experienced Assistant Prosecuting Attorneys by recommending strategies and techniques. Reviews and handles all juvenile matters including delinquencies, trancies and status offences. Provides after hours, weekend and holiday assistance to police agencies regarding the review and authorization of felony arrests, legal questions, search warrants, and exigent matters. Exercises a considerable degree of independent judgment throughout each state of the criminal justice process. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PROSECUTOR'S OFFICE

Legal Secretary II – Temporary/Part-Time (\$14.45/hr.)

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

Education and Experience: An Associate degree in secretarial science or criminal justice and one year of paid, full-time secretarial/clerical experience; **OR** high school diploma or GED certificate and three years of paid, full-time secretarial/clerical experience.

Typing Requirement: Minimum typing speed of **60 words per minute net**. 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.



BERRIEN COUNTY PUBLIC POSTING

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Other Requirements: Possession of a valid vehicle operator's license. Must submit to fingerprinting and background screening prior to employment. A pre-employment physical and drug test are required as a condition of employment.

Necessary Skills: Considerable knowledge of modern office and secretarial practices. Experience with word processing and spreadsheet software. Familiar with the criminal justice system. Able to work in a noisy environment with many distractions and interruptions. Must possess the ability to think and act independently.

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. Uses extensive knowledge of departmental practices and procedures to perform clerical duties. Ensures the timely flow of operations and programs of the department. Assists the public in person and by telephone. Interacts with judges, attorneys, probation officers and law enforcement concerning criminal cases being prosecuted. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PUBLIC DEFENDER'S OFFICE

Assistant Public Defender II (\$63,416 - \$84,983)

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

Additional Requirements: Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver's license and have access to a vehicle.

Necessary Skills: Ability to operate technology and typical office equipment. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Must exercise common sense and good judgment; maintain confidentiality with highly sensitive information; learn quickly, multitask, and function efficiently under stressful and distracting conditions. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.

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

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



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PUBLIC DEFENDER'S OFFICE

Assistant Public Defender III (\$76,734 - \$102,831)

Education and Experience: Graduation from an accredited law school; must be a member of the Michigan State Bar in good standing. At least five years of criminal defense experience or comparable civil legal services is desired. Applicants that do not meet the minimum requirements for APD II, but have at least one year of criminal defense experience may qualify for APD II (\$63,416 - \$84,983); applicants with no prior experience may qualify for APD I (\$57,652 - \$77,259).

Additional Requirements: Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver's license and have access to a vehicle.

Necessary Skills: Ability to operate technology and typical office equipment. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Must exercise common sense and good judgment; maintain confidentiality with highly sensitive information; learn quickly, multitask, and function efficiently under stressful and distracting conditions. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.

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

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

PUBLIC DEFENDER

Investigator – Niles Office (\$43,316 - \$58,046)

Note: This position will be assigned to the new Emerging Adult Task Force, located in the Niles office. Work will be performed both in an office setting and in the field. Must be able to work flexible hours as necessary.

Education and Experience: Bachelor's or Associates Degree in criminal justice or related field; **OR** high school diploma or GED with more than 3 years of experience in government investigations. Prior experience in law enforcement, military service, security or investigative work is preferred.

Additional Requirements: Possession of valid driver's license with access to a reliable vehicle. Must pass a pre-employment physical, including a drug screen, as a condition of employment. Must be statutorily eligible to obtain and maintain a Michigan Concealed Pistol License.

Necessary Skills: Ability to operate technology and typical office equipment; utilize the services of an interpreter; and communicate effectively both orally and in writing. The ideal candidate will demonstrate zealous representation of clients and client advocacy. Must be able to relate empathetically with clients of widely divergent backgrounds and special needs. Will be expected to maintain strict confidentiality with highly sensitive information.



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Duties: Provides investigative services to the Public Defender's Office. Conducts covert surveillance. Locates and interviews witnesses, victims and clients. Searches official and unofficial records. Prepares support documents, including photographs, diagrams, and trial exhibits, to facilitate improved case understanding. Delivers subpoenas, coordinates witnesses for court appearances and testifies in court. 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.

PUBLIC DEFENDER'S OFFICE

Legal Secretary II (\$31,952 - \$41,613)

Education and Experience: Associate degree in secretarial science or criminal justice, and one year of paid full-time secretarial/clerical experience **OR** high school diploma or GED and three years paid full-time secretarial/clerical experience.

Additional 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 with access to reliable transportation. Must pass a pre-employment background check.

Typing Requirement: Minimum typing speed of **60 wpm net**. 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: Prepare Felony and Misdemeanor files in a timely and accurate manner for assignment and distribution to staff attorneys. Answer telephone and direct calls to appropriate staff. Print and distribute all Court Notices in a timely manner to staff attorneys. Extensive knowledge and use of Court Case Management System and internal Case Management System. Greet clients, defense attorneys, and other visitors professionally in Reception Area. Receive, sort, distribute office mail. Perform two daily Court Runs to pick up and drop off materials to appropriate Court Departments. Distribute to appropriate staff in a timely manner. Maintain courteous, professional relationship with Court personnel. Manage closed file storage. Performs other duties and assignments as requested by Public Defender staff. This is an essential position to the smooth operation of the Public Defender's Office. This position handles a high work volume and interacts with the public on a daily basis. This description is intended to illustrate the type and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

PUBLIC SAFETY COMMUNICATIONS CENTER

Public Safety Dispatcher – (\$42,028)

Education and Experience: high school Diploma or equivalent certificate. Minimum of two years of previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity.

Typing Requirement: Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. 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.

Additional Requirements: Valid driver's license. No Felony Convictions. Candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer August 1st – 5th, 2022

standards. Must be able to work different shifts, weekends, holidays and overtime as necessary. Will not be able to schedule routine break periods. Will be required to successfully complete initial intensive and periodic training and maintain certifications. Must have the ability to master the telephone system, and departmental dispatch computer applications.

Necessary Skills: Must have the ability to communicate well verbally and in written English. Must possess communication skills that allow for accurate critical information gathering when assisting the public involved in high-stress and/or life-threatening situations. Must be able to act quickly and accurately; perform more than one function at a time; devote the necessary attention and concentration necessary to work in a fast-paced environment; and sit/stand for long periods.

Desired: General knowledge of the streets and principle locations in Berrien County. Prior experience in Law Enforcement, Fire Science or Emergency Medical Response; or high-volume customer service center. Prior emergency response dispatch experience is strongly preferred. Data entry or related computer experience. Bilingual speaking skills.

Duties: Receives emergency/non-emergency calls over various telecommunication devices. Mobilizes the appropriate public safety services. Executes proper emergency alerts and public warnings as required. Performs computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Practices proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. May appear in court as a witness to participate in proceedings regarding involvement in call-related cases. Performs general and clerical support duties. 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.

PUBLIC SAFETY COMMUNICATIONS CENTER

Public Safety Dispatcher – Temporary/Part-Time (\$19.27/hr.)

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

Education and Experience: high school Diploma or equivalent certificate. Minimum of two years of previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity.

Typing Requirement: Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. 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.

Additional Requirements: Valid driver's license. No Felony Convictions. Candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association standards. Must be able to work different shifts, weekends, holidays and overtime as necessary. Will not be able to schedule routine break periods. Will be required to successfully complete initial intensive and periodic training and maintain certifications. Must have the ability to master the telephone system, and departmental dispatch computer applications.

Necessary Skills: Must have the ability to communicate well verbally and in written English. Must possess communication skills that allow for accurate critical information gathering when assisting the public involved in high-stress and/or life-threatening situations. Must be able to act quickly and accurately; perform more than one function at a time; devote the necessary attention and concentration necessary to work in a fast-paced environment; and sit/stand for long periods.



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Desired: General knowledge of the streets and principle locations in Berrien County. Prior experience in Law Enforcement, Fire Science or Emergency Medical Response; or high-volume customer service center. Prior emergency response dispatch experience is strongly preferred. Data entry or related computer experience. Bilingual speaking skills.

Duties: Receives emergency/non-emergency calls over various telecommunication devices. Mobilizes the appropriate public safety services. Executes proper emergency alerts and public warnings as required. Performs computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Practices proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. May appear in court as a witness to participate in proceedings regarding involvement in call-related cases. Performs general and clerical support duties. 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.

ROAD DEPARTMENT

Mechanic (\$27.50/hr.)

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

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

Duties: Safely and proficiently operate motor vehicles, including commercial motor vehicles and with various attachments affixed. Repairs diesel engines. Safely and proficiently, operate specialized equipment. Troubleshoot, locate and repair problems in hydraulic systems. Analyze and correct electrical issues in heavy-duty equipment. Inspects and performs minor maintenance on vehicles and equipment. Uses electronic diagnostic programs to find engine problems and to monitor maintenance schedule of the equipment. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

ROAD DEPARTMENT

Medium Equipment Operator (\$22.00/hr.)

Education and Experience: High school diploma or GED and two years of experience in a construction trade or truck driving.

Additional Requirements: Must have current driver's license with no restrictions for nighttime driving. Must possess and maintain a valid Class-A Michigan Commercial driver's License (CDL) and appropriate medical card. If the applicant does not have a current CDL, assistance may be offered. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions. Capable of working alone or with minimum supervision. Must be physically able to perform job duties with varying frequency and duration, including but not limited to: repetitive bending, twisting, stooping, standing, climbing and lifting up to 80 pounds. Must occasionally be available to work shifts exceeding 8 hours.

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

Duties: Operate Road Department motor vehicles, including commercial motor vehicles and attachments of various sizes and shapes. Safely and proficiently, operate various hand and motorized specialty tools. Install, maintain, and repair road signs, delineators post and buttons, guardrails, right-of-way fencing, barricades; perform various forms of manual labor, either alone or with fellow workers—patching and sealing operations, manhole and culvert installations, and all general road and right-of-way maintenance. Inspect and perform minor maintenance on vehicles and equipment, servicing vehicles, changing tires and scraper blades, etc.; provide traffic control operations such as flag control, installing and removing constructions signs. This is not an exhaustive list of all duties and responsibilities required by a person so classified.



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ROAD DEPARTMENT

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

Education and Experience: Bachelor's degree in civil engineering and related work or course work in the road transportation area.

Additional Requirements: Holds a professional engineering license through the state of Michigan or a state recognized by Michigan throughout employment. Valid driver's license. Demonstrates advanced CAD skills.

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

Duties: Serves as designated project engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Responsible for road engineering projects performed under the township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual; including inspection, material sampling, and testing of aggregate, bituminous and concrete materials and density testing. Performs field survey, preliminary design, cost estimates, final design, construction drawings, specifications and right of way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines. Creates engineering designs using computer aided drafting equipment of topographic surveys, cross-sections, construction plans and as-built plans. Ensures timely, accurate and complete work projects. Prepares reports and technical memos. Mentors, trains, and assigns tasks to and directs staff engineers. Interacts with officials, contractors, the public and others. Conducts project meetings and presents specific aspects of engineering assignments. Conducts public presentations. 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

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

Education and Experience: Bachelor's degree in civil engineering and ten (10) years of engineering experience.

Additional Requirements: Holds a Professional Engineering License through the state of Michigan or a state recognized by Michigan throughout employment. Valid driver's license. Demonstrates advanced CAD skills.

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

Duties: Serves as designated project engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Responsible for road engineering projects performed under the township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual; including inspection, material sampling, and testing of aggregate, bituminous and concrete materials, and density testing. Performs field survey, preliminary design, cost estimates, final design, construction drawings, specifications and right of way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines for road, bridge, culvert and storm sewer projects. Creates engineering designs using computer aided drafting (Auto Cad) equipment of topographic surveys, cross-sections, construction plans and as-built plans. Ensures timely, accurate and complete work projects. Prepares reports and technical memos. Mentors, trains, and assigns tasks to and directs staff engineers. Interacts with officials, contractors, the public and others. Conducts project meetings and presents specific aspects of engineering assignments. Conducts public presentations. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ROAD DEPARTMENT

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

Education and Experience: Bachelor's degree in civil engineering and additional related work or course work in the road transportation area is desired. Applicants that meet the minimum educational requirement above and have at least two years of engineering experience may qualify for Staff Engineer II (\$61,901 - \$69,668).

Additional Requirements: Hold an EIT through the state of Michigan or a state recognized by Michigan throughout employment. Valid driver's license. Demonstrates basic CAD skills.

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

Duties: Serves as staff/assistant engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Assists with road engineering projects performed under the township project program. Responsible for performance and documentation of construction including inspection, material sampling, density testing and testing of aggregate, bituminous and concrete materials. Performs field survey, preliminary design, cost estimates, final design, construction drawings, specifications and right of way acquisition. Creates engineering designs using computer aided drafting equipment of topographic surveys, cross-sections, construction plans and as-built plans. Ensures timely, accurate and complete work projects. Prepares reports and technical memos. Attends project meetings and presents specific aspects of engineering assignments. Performs routine technical work using basic engineering skills. Acquires an understanding of professional and ethical responsibilities. Prepares permit applications. 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

Summer Road Construction – Seasonal Full-Time (\$14.00/hr.)

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

Requirements: high school Diploma or GED or any equivalent combination of training and or experience that provides the required knowledge and abilities.

Additional Requirements: Must pass job related tests. Must have and maintain a valid Michigan driver's License and a satisfactory driving record. Subject to random drug and alcohol testing. May be required to work occasional evenings, nights, weekends or holidays. Subject to mandatory overtime at any time including for emergency conditions. Must be able to change work locations with little to no prior notice.

Physical Requirements: The ability to perform a variety of routine manual labor tasks, including frequent bending, twisting and stooping, lifting, carrying, pushing/pulling, constant walking and standing. Must be able to lift objects weighing 50 pounds or more. The work is performed outdoors in a construction environment in all types of weather in a variety of potential hazards with working near traffic and heavy equipment.

Desired: Knowledge of equipment, materials, and tools used in routine road construction; maintenance and repair work; potential hazards, and general safety. Able to use hand/power tools and drive a pickup truck or other light vehicles. Good communication skills. Ability to understand and follow directions in verbal and written form; perform basic math calculations; learn a variety of skills; adapt to change; and maintain effective relationships with coworkers and the public.

Duties: Safely performs all work zone traffic control duties. Loads and unloads equipment, materials and supplies. Cleans and clears culverts, drainage ditches, and other drainage structures. Maintains vegetation using hand and power tools. May pick up refuse and cleanup work. Installs traffic channelization devices. Performs asphalt pavement repair. May manually prepare sub grade for paving and assist in installing concrete drain tile and culvert pipe. Assists sealcoat operations team. Performs manual labor tasks, preventative maintenance and cleaning of equipment and tools. Completes service requests. Drives a pickup truck or light duty diesel truck. May operate a computer, mobile data collector, digital camera, etc. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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SHERIFF'S OFFICE

Animal Control Officer – (\$41,214)

Education and Experience: High school diploma or GED. Must be at least 21 years of age. One year of previous experience in the care or custody of animals.

Additional Requirements: Must possess and maintain a valid vehicle operator's license and concealed pistol license throughout the tenure of employment. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment and deputized by the County Sheriff. Must be certified in CPR and First Aid. Completion of Berrien County Reserve Academy within one year of date of hire if the class is offered.

Special Employment Conditions: An employee in this classification will be called upon to perform tasks that require lifting, carrying or dragging large animals. An employee will be expected to have the ability to bend, stoop, climb and crawl. Employees in this classification work in all weather conditions. Must be able to lift at least 80 pounds. Employees in this classification are subject to call in after normal hours, including weekends and holidays, and may be required to carry a pager.

Desired: Demonstrated skill in the use of firearms, including handguns and shotguns. Demonstrated skill in the use of pepper spray or related items. Knowledge of roads and principal locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Enforces state and local laws/ordinances concerning animal control. Patrols the county and issues citations when necessary. Responds to animal-related concerns from citizens. Performs necessary recordkeeping work. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S OFFICE

Animal Control Officer – Temporary/Part-Time (\$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.

Education and Experience: High school diploma or GED. Must be at least 21 years of age. One year of previous experience in the care or custody of animals.

Additional Requirements: Must possess and maintain a valid vehicle operator's license and concealed pistol license throughout the tenure of employment. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment and deputized by the County Sheriff. Must be certified in CPR and First Aid. Completion of Berrien County Reserve Academy within one year of date of hire if the class is offered.

Special Employment Conditions: An employee in this classification will be called upon to perform tasks that require lifting, carrying or dragging large animals. An employee will be expected to have the ability to bend, stoop, climb and crawl. Employees in this classification work in all weather conditions. Must be able to lift at least 80 pounds. Employees in this classification are subject to call in after normal hours, including weekends and holidays, and may be required to carry a pager.

Desired: Demonstrated skill in the use of firearms, including handguns and shotguns. Demonstrated skill in the use of pepper spray or related items. Knowledge of roads and principal locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Enforces state and local laws/ordinances concerning animal control. Patrols the county and issues citations when necessary. Responds to animal-related concerns from citizens. Performs necessary recordkeeping work. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S OFFICE

Civilian Tether Monitor (\$31,932 - \$35,918)

Education and Experience: High school diploma or GED equivalent and two years of experience in computer and/or data entry.

Additional Requirements: Possession of a valid driver's license and access to reliable transportation. Subject to a criminal background check and fingerprinting. Must pass a pre-employment physical, including a drug screen, as a condition of employment. Ability to become LEIN Certified upon employment. May not have any felony convictions.

Necessary Skills: Possess a good working knowledge of the court system and its paperwork. Ability to work independently. Ability to work with command staff, judges, employees, and the general public.

Duties: Responsible for performing a variety of duties related to the supervision of individuals placed on electronic monitoring. Conducts interviews with subjects placed on tether to obtain and compile background information. Enrolls clients into the Offender Monitoring System. Reviews and monitors client activities to ensure court ordered compliance. Collects and processes payments for tether services and equipment. Assists with court-related DNA collection, scheduling and equipment inventory. 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.

SHERIFF'S OFFICE

Court Entrance Security Officer/Support Services Deputy – Temporary/Part-Time (\$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.

Education and Experience: Must be 18 years of age or older and have a high school diploma or GED.

Additional Requirements: 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 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 manage inmates effectively. 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 OFFICE

Custodian – Temporary/Part-Time (\$15.00/hr.)

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

Education and Experience: High school diploma or GED.

Duties: Performs a variety of tasks for Berrien County Sheriff's Office to include cleaning and care of epoxy flooring using floor scrubbing machine and cleansers; cleaning of kitchen equipment and appliances; cleaning of laundry appliances and other cleaning duties as assigned by the Sheriff or designee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



BERRIEN COUNTY PUBLIC POSTING

Applications for the following vacancies will be received at the Personnel Department
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: [Employment Application](#);
Equal Opportunity Employer August 1st – 5th, 2022

SHERIFF'S OFFICE

Deputy – Enforcement Division (\$50,121)

Education and Experience: High school diploma or GED.

Additional Requirements: **MUST BE MCOLES CERTIFIED OR CERTIFIABLE.** Valid Michigan driver's license. 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. No felony convictions. You will be fingerprinted to search state and federal files for any criminal record.

Necessary Skills: Ability to read and comprehend policies and procedures to ensure appropriate deputy response behavior. Experience with typing and basic computer keyboard functions. Must have reasonable knowledge of motor vehicle code and Michigan Criminal law and procedures. Able to act quickly and use good judgment during emergencies. Ability to meet department qualifications with issued firearms.

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 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. 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 OFFICE

Deputy – Enforcement Division – Temporary/Part-time (\$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.

Education and Experience: High school diploma or GED.

Additional Requirements: **MUST BE MCOLES CERTIFIED OR CERTIFIABLE.** No felony convictions. Valid Michigan driver's license. 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 emergencies. 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 OFFICE

Deputy – Jail Division (\$50,121)

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

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

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

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, 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. 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 OFFICE

Master Control Records Clerk (\$29,030 - \$32,654)

Education and Experience: High school diploma or equivalent and two years general clerical experience.

Duties: Under general supervision, performs tasks related to accurate records information through the Offender Management System (OMS). Performs clerical work and data entry in a timely, accurate manner and performs public services. Receives, compiles, and processes information. Updates records in the OMS with provided court information. Accurately prepares required records and reports as related to Master Control. Accepts bond monies and completes necessary paperwork. Assists the public with the Kiosk money system regarding inmate accounts. Prepares necessary paperwork and debit card transactions for the process of inmate releases. Assists the public in person by completing appropriate requested forms and by telephone. Completes special projects or assignments as requested by supervisor. Maintains confidentiality of information, reports and files of the department. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



BERRIEN COUNTY PUBLIC POSTING

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SHERIFF'S OFFICE

Records Clerk III – Temporary/Part-Time (\$13.00/hr.)

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

Required: Must be at least 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. Accurately prepares required records and reports. Assists the public in person or by telephone. Operates a variety of office equipment. Processes digital evidence photos, catalogs squad car video tapes, microfilm reader/printer and stuffing machines in the performance of job duties. Receives and processes department mail. Maintains confidentiality of information, reports and files in department. Completes special projects or assignments as requested by supervisor. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TREASURER'S OFFICE

Senior Treasury Clerk (\$29,030 - \$32,654)

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

Additional Requirements: Must submit to fingerprinting. May be subjected to a criminal record check, credit history check and clearance before employment. Must possess a valid vehicle operator's license.

Duties: Performs complex administrative duties and responsibilities requiring extensive knowledge of state real and personal property tax law, county and departmental operations, policies, and procedures. Serves as a lead worker for the department's tax collection section; provides training and resolves problems; acts in the capacity of the Assistant Deputy Treasurer in his/her absence. Performs property tax research and invoices for services rendered. Processes delinquent real and personal property tax payments. Verifies delinquent tax status for deeds on computer tax system and certifies deeds. Balances cash registers, receipts, refunds, redemptions and payment receipts. Processes dog licenses. Receives, opens and distributes mail in the absence of the Treasurer. Receives monies, receipts and documents sources. Prepares bank deposits and verifies the accuracy of deposits. Assists with the tax sale process. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

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

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

Education and Experience: High school diploma or GED. Must maintain Michigan CJIS/LEIN Operator Certifications throughout employment.

Additional Requirements: Possess the dexterity and mobility necessary to scan fingerprint images from subjects referred by the court.

Typing Requirement: Typing speed of **40 words per minute net**. 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.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer August 1st – 5th, 2022

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

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

TRIAL COURT

Deputy Register (\$29,585 - \$39,646)

Education and Experience: Associate degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or governmental office experience.

Additional Requirements: May be required to obtain and maintain SCAO Certified Electronic Operator certification. Possession of a valid vehicle operator's license. A pre-employment physical, drug test and background check are required before employment. Will be fingerprinted and subject to random drug and alcohol testing during the course of employment. Must be able to lift up to 25 pounds; reach and bend; and sit/stand for prolonged amounts of time. May be assigned to work at any Berrien County Trial Court location.

Necessary Skills: Computer proficiency. Exceptional communication and interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment, work independently, and function within a team. Will be expected to maintain confidentiality.

Typing Requirement: Must be able to type **40 words per minute net** as administered through County Personnel department testing measures. Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Desired: General knowledge of applicable Michigan codes, statutes, and court rules.

Duties: 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 and processes various documents and records. Provides information to citizens, attorneys and agencies. Attends court hearings and responds to procedural and factual questions of the judge. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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Equal Opportunity Employer August 1st – 5th, 2022

TRIAL COURT

Deputy Register – Temporary/Part-Time (\$15.17/hr.)

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

Education and Experience: Associate degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or governmental office experience.

Additional Requirements: May be required to obtain and maintain SCAO Certified Electronic Operator certification. Possession of a valid vehicle operator's license. A pre-employment physical, drug test and background check are required before employment. Will be fingerprinted and subject to random drug and alcohol testing during the course of employment. Must be able to lift up to 25 pounds; reach and bend; and sit/stand for prolonged amounts of time. May be assigned to work at any Berrien County Trial Court location.

Necessary Skills: Computer proficiency. Exceptional communication and interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment, work independently, and function within a team. Will be expected to maintain confidentiality. General knowledge of applicable Michigan codes, statutes, and court rules.

Typing Requirement: Must be able to type **40 words per minute net** as administered through County Personnel department testing measures. 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: 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 and processes various documents and records. Provides information to citizens, attorneys and agencies. Attends court hearings and responds to procedural and factual questions of the judge. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

Trial Court Clerk II (\$29,585 - \$39,646)

Education and Experience: High school diploma or GED and one year of general clerical experience.

Typing Requirement: Must have a minimum typing speed of **40 words per minute net**. 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.

Additional Requirements: 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. May be required to obtain state certification as a Certified Electronic Recorder or Certified Electronic Operator. 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 employment.

Necessary Skills: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules. Familiarity with various computer software programs. Ability to maintain confidentiality, effective working relationships with other employees and interact effectively with the public.

Duties: Performs counter, cashier, daily balancing and bookkeeping duties. Operates computers and office equipment while completing various clerical duties. Answers telephones and responds to inquiries regarding court fines, schedules and information regarding the Civil and Criminal Divisions. Acts as an assignment clerk, courtroom clerk and backup court recorder as directed. Performs computer data entry, receives and receipts payments of bonds, fines, costs, fees, and other moneys. Accepts pleas in traffic civil infractions cases. Assesses fines and costs as directed by the judges. Swears in persons on complaints and witnesses signatures. Recalls outstanding warrants. Cross-trained with other similar positions within the Trial Court. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
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Equal Opportunity Employer August 1st – 5th, 2022

TRIAL COURT – SELF-HELP LEGAL RESOURCE CENTER

Trial Court Clerk II – Temporary/Part-Time (\$14.00/hr.)

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

Education and Experience: A high school diploma or GED and a minimum of one year of general clerical experience.

Typing Requirement: Must have a minimum typing speed of **40 words per minute net**. 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.

Additional Requirements: Possession of a valid vehicle operator's license. Employees will be fingerprinted. Will be expected to maintain confidentiality. Ability to maintain effective working relationships with other employees and interact effectively with the public. Some knowledge of court and legal procedures is desired.

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

VETERANS SERVICES

County Veteran Service Officer (\$35,123 - \$45,778)

Education and Experience: Associate degree in a human services field and 1 year of advocacy related experience; **OR** high school diploma or equivalent and minimum of 3 years of experience in a closely related field.

Additional Requirements: Certification in Training, Responsibility, Involvement and Preparation of Claims (TRIP) from the U.S. Department of Veterans Affairs (VA) within six months of employment. Must obtain a Veterans Service Organization (VSO) representative certification from an accredited organization within the first year of employment. Must possess a valid driver's license.

Necessary Skills: Knowledge of VA claims processing; state federal and county laws relating to veterans and veterans programs; and local veterans groups, community agencies and resources. Able to use standard office equipment and software and claims software. Must be able to communicate effectively, compassionately and receptively with a wide variety of individuals and groups. Able to exercise sound judgment, research and make independent decisions.

Typing Requirement: Minimum typing speed of 50 words per minute net. Please contact the Personnel Department by phone or email to schedule a typing test if you have not taken one 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: Provides information, assistance and guidance to individuals seeking veterans benefits through federal, state and local government. Interviews, advises and advocates for clients. Provides referral services. Determines accuracy of information and eligibility status. Reviews medical documents to determine claim or appeal actions. Works with appropriate agencies to secure documents on behalf of the veterans and/or their dependents. Prepares and submits claims, appeals and documentation. Manages the Disabled American Veteran (DAV) Transportation Program in Berrien County. Monitors changes in VA regulations and legislation to ensure the accurate delivery of benefits and services. Engages with veteran service organizations and veteran groups to promote benefits and programs. Provides support to the Michigan Veterans Trust Fund office. Performs complex administrative and clerical duties. 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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VETERANS SERVICES

Veterans Assistant – Temporary/ Part-Time (\$14.88/hr.)

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

Education and Experience: A high school diploma or GED; minimum one year of general clerical experience.

Typing Requirement: Must have a typing speed of **40 words per minute net**. 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.

Additional Requirements: Possession of a valid vehicle operator's license. Employees will be fingerprinted. Ability to maintain confidentiality. Able to maintain effective working relationships with other employees and interact effectively with veterans, dependents, and the public. The ideal candidate must possess excellent customer service skills as the initial contact of veterans with mental and physical disabilities from military service. Some knowledge of veteran's benefits. Ability to make decisions according to established procedures, policies and rules set by the Department of Veterans Affairs.

Duties: Assist the Veterans Affairs Administrator and Assistant Veterans Benefits Counselor within Veterans Services, which assists veterans and dependents by explaining and applying for available benefits with the Department of Veterans Affairs. The applicant does not need to be a veteran to apply for this position. This description is intended to describe the type and level of work to be performed by a person assigned to this classification.