



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 ~ September 16, 2019 – September 20, 2019

TRIAL COURT

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

Required: Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or governmental office experience; demonstrates strong analytical skills and a net typing speed of **40 words per minute net**. Must attain a minimum score of 75% on selected computer proficiency tests. May be required to obtain and maintain SCAO Certified Electronic Operator certification. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

TRIAL COURT

Trial Court Clerk II (\$27,742 - \$37,177)

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

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

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

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



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TRIAL COURT

Trial Court Specialty Court Manager (\$49,147 - \$65,861)

Required: Master's degree in a behavioral health related field, or any master's degree with one year experience in a medical or behavioral health, criminal justice, social work or related field **OR** Bachelor's degree in a behavioral health related field, with 3 years of experience in a medical or behavioral health, criminal justice, social work or related field. **Note:** A copy of college transcripts must be provided with the submission of the application.

Desired: Comfortable speaking in public with strong written and verbal communication skills. Past managerial experience preferred, along with prior history operating database systems. Working knowledge of the DSM-V and behavioral health terminology extremely beneficial.

Special Employment Conditions: The Specialty Court Manager position is not a general fund position. The salary/benefits of this position and some behavioral health staff come through a local millage, state programs, and grand funds. The Court reserves the right to discontinue this position in the event that any of these funds should become unavailable at some time in the future. Person in this position will have regular contact with people convicted of criminal offenses. This position may deviate from the general work hours of 8:30 a.m. to 5:00 p.m. with prior approval. Employees must possess a valid vehicle operator's license, pass a pre-employment physical and drug test, and are required to submit to random alcohol and drug screening tests during the course of employment. Appropriate speech and dress as well as a high level of personal professional conduct for work in a Court setting is required in accordance with the standards established by the Chief Judge. Regular, reliable and predictable attendance is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be assigned to work at any Berrien County Trial Court location during the course of employment. Works flexible hours as assigned in order to fulfill the duties of the Specialty Court Manager. Serves as an at will employee.

Duties: Under the general supervision of the Trial Court Chief Judge and Trial Court Administrator, the Specialty Court Manager is an at-will exempt Trial Court employee who is responsible for administration of the Berrien County Problem Solving Court programs and other behavioral health programs as assigned. Engages community partners, funding agencies, and stakeholder groups to assure the success of therapeutic justice programs. Engages in collaboration, implementation, and monitoring of the local Community Corrections Comprehensive Plan and Application under Public Act 511 (PA511). The Specialty Court Manager acts as an advisor to the CCAB and liaison between the CCAB, Trial Court, and the Michigan Department of Corrections, continually providing necessary information to these entities in an effective and timely fashion. Researches, recommends, and writes grants as directed to obtain funding for various Trial Court specialty courts, projects and 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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TRIAL COURT

Judicial Administrative Assistant (\$33,569 - \$44,894)

Required: Associate's degree in business or a related field and two years of fulltime paid responsible administrative and clerical support experience which includes one year of word processing experience **OR** High school diploma or GED and four years of fulltime paid responsible administrative and clerical support experience which includes one year of word processing experience. Minimum typing speed of **60 words per minute net** is required. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Special Requirements: Required to obtain and maintain certification as a certified electronic recorder in the State of Michigan within one year to maintain employment. Certified Electronic Recorder status required for an elected district judge. Certified Electronic Operator status required for an elected circuit and probate judge or as directed by the hiring judge. Overtime may be required due to after or before business hours court hearings. May be required to work at any Trial Court location on a temporary or regular basis.

Desired: Knowledge of court operations, courtroom procedures and recording equipment, and agencies within the State of Michigan and/or Berrien County. Possess strong organizational and interpersonal skills and the ability to communicate effectively orally and in writing. Ability to create and maintain various spreadsheet programs; familiarity with ICLE and other legal resources that can be accessed on the computer. Ability to be flexible and work well in a team situation.

Duties: Performs confidential administrative duties such as correspondence; production of legal documents as directed; screens, responds to and initiates phone calls; sets hearing dates for the judge's calendar; schedules meetings and appointments as directed and performs other job assignments as directed. May prepare meeting agendas, act as scribe for meetings and draft meeting minutes. Monitors recording equipment during court hearings to accurately record and log courtroom proceedings and hearings. Maintains custodial responsibility for the permanent court record, including labeling and reproduction, in compliance with the State Court Administrative Office (SCAO) and record retention statutes. Maintains the judge's office records, transcripts, correspondence and other documents as directed and according to Michigan statutes and court rules. Prepares reports for SCAO as directed by the judge. Maintains judge's trial calendar to conform with SCAO guidelines. Creates miscellaneous documents, charts, graphs, forms and reports as directed; may prepare and maintain various distribution lists. Administers oaths and affirmations and marks exhibits introduced in the courtroom during court proceedings and trials. May transcribe and certify transcripts of civil litigation and criminal hearings in accordance with Michigan Court Rules and statutes. Acts as liaison with other judges, court staff, organizations, county departments, attorneys, law enforcement officials, and the general public regarding litigation and Trial Court operations and procedures. Trains new and back-up recorders as requested in compliance with the State Court Administrative Office requirements. May train new judicial administrative support personnel. Assists other Trial Court judges and administrators with special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT FINANCIAL OFFICE

Accounting Assistant (\$33,569 - \$44,894)

Required: A high school diploma or equivalent and a minimum of three years of accounting or finance experience; **OR** associate's degree in accounting, finance or related field and a minimum of one year of accounting or finance experience.

Desired: Coursework or experience in governmental accounting or finance; knowledge of computerized accounting applications and automated information systems.

Duties: Performs moderately complex accounting and bookkeeping work; maintains ledgers, journals and a variety of other financial records and reports. Prepares checks, vouchers, invoices, trial balances, and other bookkeeping records according to the established policies and procedures of the court. Classifies and posts expenditures and revenues to a manual and/or a computerized system. Prepares and enters data into a computerized accounting system, mainframe and personal computer. Reconciles and maintains various accounts and ledgers. Prepares detailed financial reports according to schedules, federal and state law or ad hoc reports as requested by the Accounting Manager. Operates cash register and/or computer. Maintains Bond and Trust Accounts. Prepares and maintains daily records of money received. Interacts with Trial Court customers and governmental agencies. Assists with office clerical functions. Completes special projects according to the Accounting Manager's directives. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

COUNTY CLERK

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

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

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

COUNTY CLERK

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

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

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

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



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COUNTY CLERK

Deputy Elections Clerk (\$12.19/hr.)

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

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

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

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

HEALTH DEPARTMENT

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

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

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

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

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

Duties: Obtaining a health history. Assessing health/illness status. Entering a person into the healthcare system. Managing a care regime for patients within established standing orders. Teaching and counseling patients about health and illness. Conduct individual and group instruction. Interpret physicians' orders and instructions to patients. Maintain patient records and follow-up. Provide training and support for clinic staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

Public Health Nurse (\$43,627 - \$49,076)

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

Note: A Licensed Practical Nurse (LPN) is also able to apply for this position; an employee with an LPN is paid at one grade LESS on the salary schedule (\$39,663 - \$44,612). **A Berrien County application, resume and cover letter are required for this position.**

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

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



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HEALTH DEPARTMENT

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

Required: A Bachelor's degree in the field of environmental health, biological, chemical or physical sciences, or engineering. Three (3) years as an environmental health sanitarian working in general environmental health.

Note: If you are not registered with the State of Michigan as a Registered Sanitarian, the employee is titled "Sanitarian" and paid at one grade LESS on the salary schedule (\$36,056 - \$40,555). Sanitarians may qualify with an Associate's Degree in the field of environmental health, biological, chemical or physical sciences, or engineering and a minimum of two (2) years' experience with environmental health services, food service inspection, sewage treatment or other environmental health duties. **A Berrien County application, resume and cover letter are required for this position.**

Special and Physical Requirements: State of Michigan registration as a Registered Sanitarian. Possession of a valid vehicle operator's license and a vehicle is required. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Duties require sufficient mobility and physical condition to perform essential functions of the position which may include, but is not limited to, lifting objects up to 50lbs, walking on uneven terrain, slippery conditions, bending, stooping, and standing for extended periods of time in a wide variety of uncontrollable weather conditions, temperatures, and indoor/outdoor environments.

Desired: Reasonable knowledge of modern environmental health practices, techniques and programs. Reasonable knowledge of county and state laws, ordinances, rules and regulations relating to environmental health. Reasonable skills in applying the knowledge of environmental health principals to environmental health problems. Reasonable skill in enforcing environmental health regulations in a firm but tactful manner. Reasonable communication skills to allow effective communication with fellow employees and the public. Ability to present, explain and discuss the field of environmental health before small and large groups. Ability to gain compliance with environmental health laws, regulations and ordinances with a minimal amount of formal legal enforcement. Ability to work harmoniously with co-workers, other organizations and agencies, and the general public. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Duties: Inspects and evaluates premises having environmental health significance, such as food service establishments, public swimming pools, bathing beaches, on-site water and sewage disposal systems, sites of alleged public health problems, and any other facilities of environmental health significance. Enforces county and state laws, ordinances and regulations. Provides environmental health services such as subdivision review, water supply permit and sewage system review, foodborne or waterborne disease investigation, groundwater contamination and other detailed environmental health problems. Provides general consultation to architects, engineers, developers and builders in relation to sanitation requirements. Provides assistance and guidance to citizens and agencies with environmental health problems and explains environmental health problems to interested groups. Prepares detailed correspondence and reports. Completes special projects and assignments as requested. 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

Program Support Specialist (\$27,089 - \$30,471)

Required: Associate's degree in office administration, management or related field and one year of administrative office work experience; **OR** high school diploma or equivalent and a minimum of two years progressively more responsible administrative/clerical work experience, preferably in department assigned. Possession of a valid vehicle operator's license and a vehicle; regular, reliable and predictable attendance. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

Desired: Experience with MS Office suite; familiarity with community services in Berrien County; experience working with diverse clients utilizing community services. Excellent attention to details and organizational skills. Ability to communicate and work effectively with co-workers and the general public; excellent listening, writing and prioritization skills.

Duties: Responds to inquiries and support requests from clients/customers, visitors, staff, providing appropriate assistance and information. Assists the program supervisor and staff in assessing and meeting the needs of clients and organizations served by the program, planning appropriate services and developing new projects, policies or procedures. Maintains/oversees files and records on behalf of program area; assists program staff in preparation of a variety of records and reports. Assists in the evaluation of office procedures and recommends changes to increase efficiency and effectiveness of program operations. Oversees the maintenance of appointment log/calendar using electronic scheduling software. Acts in the capacity of other department office personnel as needed, including other reception areas of the department to ensure adequate coverage. Enters and compiles data for program area databases, including data entry required for successful billing claims for billable services. Creates a variety of written materials such as letters, program pamphlets or event fliers. Works with program staff to inventory program supplies and research needs for future purchase requisitions/orders. 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

STD/HIV Community Health Worker (\$36,056 - \$40,555)

Required: High school diploma with college experience preferred. Preference to applicants with experience in a health related field preferably in public health dealing with high risk individuals. Training provided upon hire: HIV Test Counselor Certification Training (Modules I, II, III); STD treatment guidelines; and Early Intervention Services for People Living with HIV. Possession of a vehicle operator's license is required. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Non-traditional work hours may be required on occasion.

Desired: Certification as a Community Health Worker (CHW). HIV Antibody Pre/Post Test Counselor certification and Phlebotomy training and the skills to perform both effectively, or willingness to learn. Knowledge of HIV/STDs, including infected and affected populations, high-risk groups, and comfort with working with these populations and groups. Knowledge of HIV/STD community resources, including existing social and behavioral health resources and referral agencies. Excellent communication skills (verbal, written, presentation, interpersonal) to deliver information and gain cooperation/trust from clients and community members. Knowledge of areas and activities where those who may be high-risk for HIV infection are to be found. Ability to effectively target those areas for outreach activities. Ability to efficiently manage time and multiple responsibilities; ability to document services provided as recommended utilizing best practices. Computer proficiency in windows-based programs and Microsoft Office Suite. Demonstrated knowledge of client confidentiality and client rights according to Health Insurance Portability and Accountability Act (HIPAA).

Duties: Plans, coordinates, and implements specific interventions aimed at finding and re-engaging STD/HIV-positive clients lost to care. Works with individuals newly diagnosed with STDs and/or HIV, those at-risk, and those lost individuals who are lost to care to assist them in navigating the health care system to obtain and maintain health care treatment, access available resources (through Ryan White Care Act Program or other community resources) and provide support required to be successful with their medical care. Collaborates with other Berrien County Health Department Sexual Health team members, Clinical & Community Health Services Manager, and local infectious disease medical personnel to provide case management/care coordination and system navigation through informal counseling, education, social/peer support, and tracking of the client's well-being and progress. Responsible for establishing trusting relationships with community members, clients and their families from diverse populations while providing general support and encouragement. Conducts interviews and communicates effectively with clients using basic motivational interviewing and goal setting via phone calls, home visits and visits to other settings where clients can be found. Responsible for client interactions and education involving health issues such as HIV/AIDS, substance abuse, chronic disease, behavioral health, child-rearing, parenting or other health concerns. Conducts health promotion and prevention education that is sensitive to the cultural and linguistic needs of participants and/or community. Prepares and maintains appropriate paper work and records. Complete documentation and data entry needed for medical records and grant funding. Acts as client and community advocate; advises clients on available and appropriate medical and social services; advocates for the needs and perspectives of the communities. May provide program outreach such as home visiting activities, participate in individual and community assessments, community outreach and health screening events, distribution of flyers and brochures, and deliver presentation at local agencies and community events. Demonstrates sensitivity and understanding of diverse socioeconomic, cultural, ethnic and health issues. 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 Emergency Preparedness Coordinator (\$44,679 - \$59,874)

Required: Bachelor's degree in public health, public health nursing, environmental health, public health education, education, biology, communications, epidemiology or a related field and one (1) year of experience in a public health, emergency preparedness, education or community planning **OR** an Associate's degree in public health, public health nursing, environmental health, public health education, education, biology, communications or a related field and three (3) years experience in a public health, emergency preparedness, education or community planning. Possession of a valid vehicle operator's license and vehicle is required. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Part of 24/7 Emergency Contact Roster for Berrien County Health Department.

Desired: Experience working in a public health agency in communicable disease and/or emergency preparedness/response. Knowledge of skills in public health and community organization theory. Knowledge and familiarity with emergency first responders and response system; state, regional, and county health systems; and social and other agencies which impact upon public health at the local level. Demonstrated ability to communicate effectively (electronically, verbally and in writing). Demonstrated decision-making ability and problem solving skills. Ability to initiate, implement and coordinate policies, procedures and programs to meet agency goals and objectives. Computer literacy including ability to use standard software including MS Word, MS Excel, MS PowerPoint, and broadcast fax systems. Ability to work independently and creatively under high-pressure situations/deadlines. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

Duties: Coordinates the development and maintenance of a comprehensive public health emergency preparedness plan ("emergency operation plan") for Berrien County Health Department and in accordance to federal, state and local requirements & needs. Collaborates with other public and private agencies to assure that the local public health response is coordinated with local/regional emergency management activities. Implements, maintains and regularly tests a comprehensive, multi-faceted public health emergency communication & alert system, comprised of healthcare professionals, laboratories, law enforcement and first responders, and public health representatives. Coordinates and/or provides training (through drills, presentations, exercises, etc...) and health education to the BCHD staff, community residents, private and public health care providers, mental health agencies, emergency planning committees and other emergency response partners on emerging public health issues, threats, bioterrorism, and emergency preparedness. Develops and maintains departmental protocols and procedures for public health emergency response and building safety, inclusive of coordination of any staff or public overview, drill and training needs. Serves as the point of contact for federal, state, regional and local emergency personnel in the event of a public health crisis. Provides direction and leadership to departmental administration and leadership during emergency response, mitigation, and recovery activities. Maintains and participates in BCHD public health emergency contact protocols (24/7 contact) within local plans and to state, regional and local partners. Represents the Department at federal, state, regional and local emergency response meetings/functions. Performs related work as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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 ~ September 16, 2019 – September 20, 2019

HEALTH DEPARTMENT

Health Educator (\$39,663 - \$44,612)

Pending Board Approval

Required: Bachelor's Degree in health education/promotion, community or public health, or a related educational field from a college or university of recognized standing **OR** an Associate's Degree in health education/promotion, community or public health, or a related educational field from a college of recognized standing and two years of community outreach and/or education experience related to health promotion and education. Possession of a valid vehicle operator's license and a vehicle is required. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Necessary certifications and/or completion of required trainings required for specific health education programs assigned.

Desired: Superior written and oral communication skills; excellent public speaking skills; very strong interpersonal skills to facilitate effective learning for diverse audiences. Emotional and mental maturity necessary for establishing and maintaining good working relationships with clients (particularly youth), community partners, and other agency personnel. Previous experience working with health promotion programs, particularly programs working with populations such as youth and families; thorough knowledge of the principles, practices, objectives, and implementation strategies of health education programs. Ability to accurately record services and data within established timeframes. Working knowledge of computer technology including Microsoft Office Suite and social media and their application to public health practice. Ability to assess situations, solve problems, work effectively under stress and within deadlines. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

Duties: Facilitates and delivers health education curriculum in a variety of settings to teach audiences about issue-specific health topics. Leads health education curriculum-specific assessments, collects data from audiences including questionnaires and surveys, and evaluates information using required data management systems. Seeks and maintains appropriate certifications, trainings, and required education to deliver health education curriculum with fidelity and according to department work plans. Actively participates in community coalitions to support health education programs; may provide staffing support to topic-specific community workgroup or coalition. Establishes and maintains effective working relationships with diverse individuals, organizations, and other professionals, including with schools, health and human service organizations, and community non-profits, to better coordinate and improve health programs and services. Assists in the maintenance of health education and education resources for use by other groups and employees of the Health Department. May coordinate special health projects, programs, and/or presentations for specific audiences or topics. 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

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

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

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

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

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

JUVENILE CENTER – 24 hour facility

Temporary Youth Specialist (\$14.35/hr.)

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

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

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



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BUILDING & GROUNDS

Custodian (\$10.86/hr.)

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

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

Duties: Perform a variety of custodial related tasks for all Berrien County facilities. Duties include floor care, sweeping, mopping, waxing and buffing. Other duties as assigned. Completes special projects and assignments as required by the Building and Grounds supervisory staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

BUILDINGS & GROUNDS

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

Required: High school diploma or equivalent and two years of experience in skilled building maintenance work.

Special Requirements: Possession of a valid Michigan Vehicle Operator's license. For Building Maintenance Worker assigned to the Health Department, in times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Duties: Inspects, maintains and repairs heating, ventilation and air conditioning systems. Installs, repairs and replaces plumbing fixtures, such as faucets, valves, pumps, drains, sinks, and urinals; replaces burst or leaky pipes; cuts and threads pipe. Installs, repairs and/or replaces electrical wiring and fixtures, such as electrical boxes, motors and lighting fixtures. Installs, repairs and replaces computer wiring, security systems, video and audio systems, communication systems, and power equipment. Performs a variety of carpentry tasks; inspects, cleans and repairs boilers; repairs and installs locks. Repair, assemble and move office furniture, records, equipment, and supplies. Performs duties of Building and Groundskeeper as needed--cuts grass, trims bushes and shrubs, rakes leaves, sweeps curbs and sidewalks, and shovels and removes snow. Operates pick-up truck and a variety of equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ANIMAL CONTROL

Kennel Worker (\$9.45/hr.)

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

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

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

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



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ANIMAL CONTROL

Animal Shelter Clinical Assistant (\$10.00/hr. - \$18.00/hr.)

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

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

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

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

Duties: Under the direction of the Kennel Supervisor, maintains an effective system for supply ordering and inventory for medical operations, ensuring costs are managed efficiently. Under the direction of the Kennel Supervisor, monitors medical supplies for expiration. Maintain DEA drug logs. Ensure proper intake protocols and medical wards are appropriately maintained. Performs, assists, and properly document euthanasia. Relays messages from veterinarians regarding the treatment of specific cases and answer questions regarding the daily care and treatment of animals with the Kennel Supervisor and Director. Maintains good relationships with local veterinarians to continue care of all animals. Selects animals for spay/neuter. Provides input for training and development of animal health/enrichment, staff and volunteers, along with recommendations of volunteer needs, working with the Volunteer Coordinator. Performs weekly clinic rounds with a Veterinarian to assure health of all animals. Assists Veterinarian when necessary. Coordinates and assists in the transfer of animals. Assists the Animal Control Director in actively promoting adoption days; promoting adoptions through social media and other advertising outlets; develops educational literature and programming. Assists in the conduct of rabies shot clinics, fund raising opportunities, and other outreach efforts of the Animal Control Department. Performs other duties as assigned by the Animal Shelter Kennel Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S DEPARTMENT

Deputy – Enforcement Division (\$45,407)

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

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

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

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

SHERIFF'S DEPARTMENT

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

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

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

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

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

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



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SHERIFF'S DEPARTMENT

Deputy – Jail Division (\$45,407)

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

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

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

Duties: Perform the correctional functions at the county jail, various courts in the county, and transport inmates as required. Provide care, custody and control of the inmate population of the county, this includes all aspects of corrections, from the initial receiving procedure through the release of the inmate. Perform pressure point control tactics (PPCT), cardiopulmonary resuscitation (CPR) and basic first aid on inmates and/or staff as required while maintaining emotional control under extreme stress. Conduct security rounds, safety checks, inspections, and searches of the inmates and their areas. This also includes touching and feeling to detect weapons, contraband and other items. Conduct criminal and civil investigations as requested. Load, unload, aim, and effectively fire handguns, shotguns and other agency firearms as required during qualifications or situations justifying in the use of deadly force while maintaining emotional control. Communicate via law enforcement radio channels. Perform other tasks and functions required in department policies, procedures, rules, memos, or by command staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

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

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

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

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

SHERIFF'S DEPARTMENT

Custodial Worker (\$15.00/hr.)

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

Required: A high school diploma or equivalent.

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



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SHERIFF'S DEPARTMENT

Cook (\$24,627)

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

Duties: Cooks meals according to established recipes, including pies, breads, salads; special meals for special dietary, religious, and/or medical needs. Serves meals according to a stringent schedule; estimates food requirements and controls serving portions to reduce waste. Operates a variety of kitchen equipment and appliances; cleans and maintains kitchen equipment and utensils; trains and monitors residents and/or inmate workers to perform these responsibilities. May serve as the lead worker. Maintains kitchen cleanliness; ensures leftover food and ingredients are appropriately stored for preservation; completes daily setup work. Responsible for the documentation of tracking sharp knives and other sharp utensils. Reports equipment repair; records temperatures of freezers, coolers and foods daily. Prepares meals for outside work crews. May supervise up to 12 inmate workers. Must be able to complete and pass the state required ServSafe guidelines test. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

FRIEND OF THE COURT

Administrative Secretary (\$27,778 - \$36,516)

Required: An associate's degree in secretarial science or related field and one year of clerical/secretarial work experience; **OR**, high school diploma or equivalent and a minimum of two years of progressively more responsible clerical/secretarial work; a minimum typing speed of **55 words per minute net**; regular, reliable and predictable attendance. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Duties: Under close supervision, performs routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as typing and proofreading legal documents, communicates with the clients and attorneys regarding scheduling, scheduling court hearings and updating scheduling records. Specific duties and responsibilities may vary. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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DRAIN COMMISSIONER

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

Required: Associate's degree in secretarial science, office management or a related field and two years of progressively more responsible clerical functions; **OR** high school diploma or GED and four years of progressively more responsible clerical/secretarial work. Typing speed of **55 words per minute net**. Regular, reliable and predictable attendance; able to obtain Soil Erosion and Sedimentation Control (SESC) certification level storm water management operator and SESC plan review and design within one year of employment, and maintain throughout employment. Valid vehicle operator's license. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed.

Desired: Ability to work effectively with the public, contractors and engineers; ability to diffuse potentially confrontational situations. Familiar with Microsoft Office suite.

Duties: Assists the public, officials, engineers, and contractors in person, over the phone or e-mail by providing general information as requested. Receives drain complaints in person and over the phone; investigates complaints; completes work orders for drain maintenance for drain contractors as required. Disperses work orders to contractors. Maintains spreadsheets and project schedule for work order history. Reviews maps, parcels and drain files. Performs clerical tasks, such as preparing legal documents, generating mailings, typing letters, reports and notices, filing, opening and processing daily mail, maintains departmental files. Researches and assists in writing grant applications. Coordinates/organizes training meetings and other events. Performs Soil Erosion and Sedimentation Control functions. Completes special projects and assignments as requested by the Drain Commissioner or designee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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INFORMATION SYSTEMS

Customer Service PSAP Technology Specialist (\$39,663 - \$51,690)

Required: Bachelor's degree in Computer Information Systems or computer-related field; and minimum of one year full-time experience in a Customer Service customer support environment using computerized software **OR** Associate's 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. Must have a valid Driver's License; a reliable vehicle and maintain regular, reliable, and predictable attendance. No Felony Convictions. Must be able to type **35 words per minute** as administered through County Personnel department testing measures. Ability to differentiate colors and read maps, dispatch controls and charts. Knowledge of PCs (hardware and software). Must demonstrate the ability to comprehend maps, coordinate systems, and a basic understanding of GIS databases. Must be able to master PSAP telephony system functionality, dispatch computer applications and practice proper security measures of the department. An employee of this class will be required to successfully complete initial intensive and periodic training and maintain certifications to meet job proficiency requirements, as well as, receive performance review ratings and guidance, that includes the acceptance of constructive critiques. May be required to travel off-site.

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

Desired: Knowledge in standard office software applications (email, word processing, spreadsheets, etc.). Basic knowledge of network wiring. Experience in public-safety telecommunications or processes. Basic knowledge of ESRI ArcGIS and similar applications. Knowledge of the laws ordinances, practices, and other regulations pertaining to emergency services, 911 public safety dispatching, and related tasks. Exceptional knowledge of the streets and principle locations in Berrien County. Background in processes related to Law Enforcement, Fire Science or Emergency Medical. Ability to work independently, understand and follow complex oral and written instructions. Ability to work within and understand data-enhanced 911 systems. Understanding of wireless and two-way mobile radio communications system operation and maintenance. Ability to establish effective working relationships and use good judgement, initiative when dealing with citizens, elected officials, employees, and other agencies. Ability to multi-task, problem-solve, coordinate multiple tasks, and perform well within deadlines and changes in priorities. Strong interpersonal and communications skills, verbal and written, at all levels within the organization. Diplomatic and effective in dealing with customers.

Duties: Assists in the maintenance of the 911 Emergency Service Zone assignments and call routing data associated to MSAG, GIS and Computer Aided Dispatch (CAD) systems. Maintains and coordinates address ranges, street names / suffixes, and related mapping functions with the County GIS department and local jurisdictions. Assists with the creation, implementation, and maintenance of public safety response to provide desired response levels for agencies and confidential Household/Facility Information. Manages user access of PSAP applications. Performs system configurations, manages logs, and conducts system testing to ensure system functionality and security. Instructs PSAP staff and customers on proper access/use of PSAP technology, PC's, and Information Systems supported devices. Provides / creates user instruction manuals when requested by Information Systems. Complies with Criminal Justice Information System security requirements and reports any violations. Processes PSAP approved FOIA requests. Supports and serves as point of contact for third-party applications. Works with outside vendors, I/S personnel, and other County staff members to ensure system reliability. Installs and repairs PCs, network attached devices, and any Information Systems supported device. Troubleshoots and diagnosis PCs, network attached devices, and any Information Systems supported devices. Performs preventative maintenance. Carries cell phone and responds to calls during County work hours. Uses County Help Desk software to track call history and respond to trouble tickets. Maintains general cleanliness and order in work areas. Makes recommendations to Operations Manager concerning planning, installation, maintenance of equipment, purchasing parts and hardware, including ordering parts. Completes special projects and assignments as requested by Operations Manager and/or Director of Information Systems. 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 (\$36,056 - \$46,989)

Required: Bachelor's degree in Marketing, Business, Communications, or related field **OR** Associates Degree in Marketing, Business, Communications, or related field and a minimum of 2 year full-time work experience in Social Media or Marketing in a business environment. Must have a valid Driver's License, a reliable vehicle and regular, reliable, and predictable attendance.

Desired: Excellent writing, editing (photo/video/text), presentation, and communication skills (verbal and written). Knowledgeable in standard office software applications (Email, word processing, spreadsheets, etc.). Fundamental understanding of web design. Good photography skills. Positive attitude, detailed and customer oriented with good multitasking ability. Ability to work independently as well as in a team environment. Considerable knowledge of county government functions. Ability to effectively present information to department directors/managers, department heads, elected officials, and/or Board of Commissioners. Knowledge of Google Analytics and/or other analytical tools. Diplomatic and effective in dealing with customers.

Duties: Maintain and administer County-approved social media sites (Facebook, YouTube, Flickr, etc.). Maintain and administer County websites and mobile app. Maintain and administer County Intranet pages. Maintain and administer all assigned communication (posted, viewed, written, etc.) with the public. Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community involvement. Moderate all generated content in accordance with County policy. Collaborate with other departments to manage social media, web presence and press releases. Serve as photographer for County departments and functions for posting on social media, web sites, and other locations as needed. Support and serve as liaison for County departments and social media/web vendors/press (news organizations). Review analytics and provide statistical reports upon request. Ensure ADA compliance of content on social media, websites, and any similar County presence. Using available tools, ensure social media, websites and press releases are free of misspellings, broken links, etc. Complete special projects and assignments as requested by Operations Manager and/or Director of Information Systems. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



BERRIEN COUNTY PUBLIC POSTING

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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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PUBLIC SAFETY COMMUNICATIONS CENTER

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

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

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

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

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

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

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



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PUBLIC DEFENDER'S OFFICE

Legal Secretary II (\$13.89/hr. - \$15.62/hr.)

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

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

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

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

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



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PUBLIC DEFENDER OFFICE

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

Required: Graduation from an accredited law school; must be a member of the Michigan State Bar in good standing. At least five years of criminal defense experience or comparable civil legal services is desired. Ability to operate technology to search, update, correct, and retrieve information. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds. Ability to operate typical office equipment. Must successfully pass a pre-employment physical and drug screen. Must maintain regular, reliable and predictable attendance; possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities. Utilize services of interpreters when necessary; maintain confidentiality with highly sensitive information. Exercise common sense and good judgment; function efficiently under stressful and distracting conditions.

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

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

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

ROAD DEPARTMENT

Medium Equipment Operator (\$20.95/hr.)

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

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

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



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ROAD DEPARTMENT

Medium Equipment Operator (\$17.50/hr.)

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

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

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GIS MAPPING

Land Description Technician II (\$15.28/hr. - \$19.91/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 Bachelor's Degree in Geography, G.I.S., Surveying, or related degree and the ability to read legal descriptions **OR** an Associates of Science Degree that includes coursework related to Geography, G.I.S., Planning, or Surveying and a minimum of four (4) years progressively more responsibility related work experience which includes extensive work with land descriptions and the Michigan Property tax system **OR** a High School diploma or equivalent; and a minimum of six (6) years progressively more responsibility related work experience which includes extensive work with land descriptions and the Michigan Property tax system. Regular, reliable, and predictable attendance is required.

Duties: Uses a wide variety of mapping products such as G.I.S., CAD, and/or APEX technology. Prepares new property descriptions in accordance with deeds, surveys, new plats and other related documents to maintain up to date tax rolls for Berrien County. Assists in coding and checking property related documents before recording in the Register of Deeds. Reading and/or interpreting maps, blueprints, survey documents, property descriptions, or sketches. Checks property records and searches chain of title. Provides customer service for property information, maps, and aerials. Assigns property numbers for real and personal property Enterprise Zone parcels and Industrial Facility exemptions. Assists in developing geographic database structure, tables, forms, and reports. Liaison between the G.I.S./Land Description Office and the local Assessors. Completes special projects and assignments as requested by the G.I.S. Director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.