



# 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 ~ November 30, 2020 – December 4, 2020

## ANIMAL CONTROL

### **Animal Shelter Clinical Assistant (\$11.00/hr. - \$13.00/hr.)**

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

**Required:** 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.

## ANIMAL CONTROL

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

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

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

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

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



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## **BUILDING & GROUNDS**

### **Advanced Sanitation Worker (\$27,631 - \$31,081)**

**Required:** High school diploma or equivalent and a minimum of five (5) years' experience in custodial services. Must have advanced computer skills and be able to navigate online manuals, certification programs, testing and troubleshooting electronic equipment.

**Special Requirements:** Must be able to wear Personal Protection Equipment (PPE) through an entire shift. (normally 7.5 Hrs.) Must take and successfully pass OSHA Compliance Training within the first 90 days of employment. BBP – Blood borne Pathogens. PPE – Personal Protection Equipment. Hazcom - Hazard Communication. Respiratory Protection. Must be able to navigate and fully understand online training for chemical foggers and UVC light equipment. Must pass background checks and physical prior to the start of employment. Must have a valid Michigan driver's license with safe driving experience. Must be able to lift 50lbs repeatedly. May be subject to call in during off duty hours. May be required to work any shift. **Note:** Required training will be funded by Berrien County.

**Desired:** Experience in advanced custodial techniques such as biohazard clean up and operating of advanced sanitizing equipment. Must be a self-starter and able to work alone or without supervision.

**Duties:** Perform all duties required to pre and post sanitize any Berrien County building and/or vehicle. Operates and maintains all custodial and specialized sanitation equipment. Ensures that specialized equipment is in a state of constant readiness. Attends web and on location training as required and directed. Performs independent research in order to properly identify the techniques and procedures required by unique cleaning situations. Instructs other County staff in the proper use of Personnel Protective Equipment (PPE), specialized equipment, and materials used in these advanced sanitation functions as required. Prepares and mixes cleaning and sanitizing chemicals per instructions. Dusts, sweeps, vacuums, mops and polishes furniture, floors, elevators, walls and woodwork; washes windows, walls and floors. Disposes of refuse and is responsible for building recycling. Cleans and maintains building lavatories and drinking fountains and replenishes all dispensers. Responsible for inventory and stocking of custodial supplies. Performs minor maintenance tasks if assigned. Responsible for securing and monitoring facilities. Complete special projects or tasks assigned by the Buildings and Grounds Superintendent or designated 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.

## **BUILDINGS & GROUNDS**

### **Building Maintenance Worker (\$30,394 - \$34,188)**

**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.

## **BUILDING & GROUNDS**



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## **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.

## **COMMUNITY DEVELOPMENT**

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

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

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

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

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

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

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



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## COMMUNITY DEVELOPMENT

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

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

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

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

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

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

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

## COUNTY CLERK

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

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

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

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



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## COUNTY CLERK

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

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

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

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

## COUNTY CLERK

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

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

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

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

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



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## FRIEND OF THE COURT

### **Domestic Investigator (\$45,573 - \$61,071)**

**Required:** A Bachelor's degree in social work, psychology or related field is required. Previous social work or related experience is preferred; **OR** a High School diploma or equivalent and a minimum of four (4) years full-time experience in direct human service counseling and/or investigative duties with a criminal justice agency.

**Special Employment Conditions:** Employees must possess a valid vehicle operator's license and pass a pre-employment physical including drug screening. Random drug screening may be a condition of continued employment. Employees of the Berrien County Trial Court shall not have any felony convictions and shall be fingerprinted. Regular, reliable and predictable attendance is required. Friend of the Court employees must possess an ability to effectively and tactfully communicate with individuals from a wide variety of socio-economic backgrounds. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

**Desired:** Proficiency in writing, interpersonal, and communication skills. Efficiently manage time, prioritization, and productivity. Exhibit sound judgment and ability to work as part of a team. Familiarity with Michigan Court Rules, Michigan statutes relating to child custody, parenting time, and child support, Office of Child Support policy, Michigan Child Support Guidelines, and Court practices and procedures. Competency with computers, computer programs and Microsoft Office products.

**Duties:** Conducts investigations and prepares reports and recommendations regarding custody, child support, parenting time, health expenses, domicile, finances, home environment and the care of minor children for domestic relations cases. Investigations may include review of documentation, interviews, home visits, and communication with attorneys, social service agencies, schools, and other related professionals. Investigates financial ability and earning capacity of parties involved in domestic relations actions; prepares recommendations regarding child support, medical support and health insurance coverage. Reviews cases to determine child support arrearages; assists in collecting child support payments. Develops and manages parenting time schedules in contentious domestic relations cases as directed by the Court. Answers questions and assists in resolving disputes between litigants regarding domestic relations issues. Identifies potential problems with parenting time and works to resolve issues between the parties. Prepares and maintains appropriate files, records, and reports; prepares case-related correspondence. Attends and testifies at Court hearings regarding assigned cases. Enforces Court Orders regarding custody, parenting time, domicile, child support, and medical support. Initiates Court proceedings to resolve disagreements between parties as necessary. Investigates complaints regarding the welfare and well-being of dependent minor children and directs parties to proper resources or authorities. Regularly confers with parties and attorneys regarding domestic relations cases. Assists walk-in clients and receives phone inquiries regarding domestic relations cases; provides appropriate information. Responds to inquiries from and communicates with parties, attorneys, social service agencies, law enforcement, schools, Court personnel and others. Explains Friend of the Court policies and procedures; provides and obtains case related information. Prepares and approves proposed Court Orders as required by the Court. Completes special projects and assignments as requested by the Friend of the Court. Attends professional development training 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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## FRIEND OF THE COURT

### **Office Assistant (\$28,297 - \$37,920)**

**Required:** A High School diploma or equivalent and previous clerical or related experience is preferred. A minimum typing speed of **40 words per minute net** is required. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Special Employment Conditions:** Employees must possess a valid vehicle operator's license and pass a pre-employment physical including drug screening. Random drug screening may be a condition of continued employment. Employees of the Berrien County Trial Court shall not have any felony convictions and shall be fingerprinted. Required to be a Notary Public upon employment. Regular, reliable and predictable attendance is required. Friend of the Court employees must possess an ability to effectively and tactfully communicate with individuals from a wide variety of socio-economic backgrounds. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

**Duties:** Under supervision of the Friend of the Court Deputy Director, perform routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as answering phones, assisting walk-in clients, processing daily mail, scanning, indexing and routing documents in the electronic case management system, processing and mailing office correspondence as instructed. Performs receptionist duties; acts as the first point of contact and assists office clientele; provides information to the public regarding departmental policies and procedures. Performs switchboard operation duties; answers the phone, transfers calls to appropriate department staff, as necessary, and takes messages when staff are unavailable, screens calls as appropriate. May schedule appointments for various meetings and programs. Prepares and maintains department files according to established 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.

## HEALTH DEPARTMENT

### **Clinical Services Client Associate (\$25,119 - \$28,256)**

**Required:** Associates or certification from an accredited medical office assisting or similar program; **OR** high school diploma or equivalent and two years of experience working in a medical/clinical office. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** A minimum score of 65% in computer proficiency test for Microsoft Word 2010. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Regular, reliable and predictable attendance. Possession of a valid driver's license and a vehicle.

**Desired:** Experience working in a medical/clinical office; familiarity with community services in Berrien County; experience working with diverse clients utilizing community services; ability to work effectively as part of a team.

**Duties:** Schedules client appointments using electronic medical records. Checks clients in for appointments, verifies insurance and checks clients out, including requesting payment for services. Records client payments in electronic finance system. Conducts intake interviews with clients; maintains electronic medical records; provides excellent customer service at all times, treating all clients with dignity and respect. Refers clients to other appropriate community services and resources; performs routine administrative duties. Completes special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## HEALTH DEPARTMENT

### **Disease Intervention Technician I - Contract Tracing (\$18.86/hr.)**

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

**Required:** Associates degree in a health related field preferably in public health dealing with high risk individuals and one (1) year of experience in a customer service or human services related field.; **OR** 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. Three (3) years of experience in a customer service or human services related field. Training provided upon hire: Michigan Disease Surveillance System (Database) and Contact Tracing Protocol & Guidance. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** Possession of a vehicle operator's license. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work non-traditional work hours (weekends as needed).

**Desired:** Bilingual/proficiency in English & Spanish. Computer proficiency in windows-based programs. Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress; Ability to show empathy to distressed individuals. Excellent written and verbal communication skills. Self-motivated; able to work independently; exemplary organizational skills. Knowledge of community resources and able to deal with high risk individuals. Ability to interact positively with clients, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds. Ability to counsel from a culturally aware and client driven perspective. Ability to deliver excellent customer service to all clients while following HIPPA guidelines is essential. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

**Duties:** Complete all required training for making calls and contacts with community members and for use of contact tracing databases and tracking systems. Communicate to identified exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible. Provide identified contacts with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill. Conduct monitoring calls to contacts during the duration of their quarantine period following departmental guidance and requirements; checking in on symptom development and health status, adherence to quarantine requests, and follow-up on questions and concerns. Connect individuals to medical care/treatment should symptoms develop. Complete data entry and required documentation into web-based and excel-based platforms in timely and required timeframes. Follow and maintain all patient confidentiality and privacy rules as set by the Department. Completes 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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## HEALTH DEPARTMENT

### **Program Support Specialist (\$27,631 - \$31,081)**

**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.

## JUVENILE CENTER – 24 hour facility

### **Cook (\$11.00/hr.)**

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

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

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

## JUVENILE CENTER – 24 hour facility

### **Secretary (\$12.50/hr.)**

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

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

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



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## 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.

## JUVENILE CENTER – 24 hour facility

### Youth Specialist II (\$37,082)

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

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

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

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

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



# 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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Equal Opportunity Employer ~ November 30, 2020 – December 4, 2020

## **PROSECUTOR'S OFFICE**

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

**Required:** Graduation from an accredited law school. This is an entry level position. No prior experience is required.

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

**Duties:** Under supervision of the County's Prosecuting Attorney, assists in prosecuting routine complaints for and on behalf of the County and other official agencies. Receives and reviews police reports and arrest warrants from local law enforcement agencies; approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Prosecutes routine criminal complaints on behalf of the State of Michigan, its divisions and police agencies. Conducts legal research in order to prepare legal briefs and present prosecution's case at trial. Prepares legal briefs for submission to Circuit and District Courts, Court of Appeals and Supreme Court. Represents the People of the State of Michigan in jury and non-jury felony and misdemeanor cases; interprets and applies criminal statutes for police agencies; prepares probate court petitions; reviews and handles juvenile matters, paternity matters and abuse and neglect cases. Provides after hours, weekend and holiday assistance to police agencies regarding review and authorization of felony arrests, legal questions, search warrants, and exigent matters. Prepares and files petitions in civil proceedings. Exercises a considerable degree of independent judgment throughout each stage of the criminal justice process. Completes special projects and assignments as requested. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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## PUBLIC SAFETY COMMUNICATIONS CENTER

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

**Required:** High School Diploma or equivalent certificate. Minimum of two (2) years previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity. Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

**Desired:** General knowledge of the streets and principle locations in Berrien County. Prior experience in Public-Safety Dispatch, Law Enforcement, Fire Science or Emergency Medical Response; or high volume customer service center. 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. Data entry or related computer experience. Bilingual speaking skills; Spell accurately, speak English clearly and concisely.

**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 SAFETY COMMUNICATIONS CENTER

### Public Safety Dispatcher (\$19.27/hr.)

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

**Required:** High School Diploma or equivalent certificate and a minimum of two (2) years previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity. Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Special Requirements:** 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. Prior experience in Law Enforcement, Fire Science or Emergency Medical Response; or high volume customer service center. Prior emergency response dispatch experience is strongly preferred. 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. Data entry or related computer experience. Bilingual speaking skills; Spell accurately, speak English clearly and concisely.

**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/telephony 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. 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. Performs other related duties as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this position. It is not an exhaustive list of all duties by a person so classified.



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## ROAD DEPARTMENT

### **Medium Equipment Operator (\$19.00/hr.)**

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

**Required:** High school diploma or GED and two years of experience in a construction trade or truck driving. Must possess and maintain a valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Must have current driver license with no restrictions for night time driving. 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

### **Operations Engineer (\$73,430 - \$82,646)**

**Required:** Bachelor's degree in Civil Engineering and must be a licensed Professional Engineer in Michigan. Five years of progressively more responsibility at a firm or state or local government agency working in the area of transportation related to road systems. Regular, reliable and predictable attendance is required. A valid vehicle operator's license is required.

**Desired:** Knowledge of methods of planning, developing and administering programs; reporting methods and techniques; the principles and practices of transportation engineering; the equipment, testing and investigative methods and laboratory procedures related to transportation engineering; state, federal and local laws related to the work and training techniques. Ability to plan, direct and coordinate programs and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved; formulate policies and procedures relevant to program areas based on information of conceptual nature from varied and complex sources; interpret complex rules and regulations; communicate with others verbally and in writing; perform research work and to make comprehensive recommendations on transportation engineering issues; read, interpret and prepare engineering plans, specifications and technical reports; organize, evaluate and present information effectively; promote and maintain favorable public relations; maintain a high level of professionalism and confidentiality. This position requires advance knowledge in the field of work. Responsible for highly complex assignments, with scope of responsibility being significant. The job function has considerable impact within the County.

**Duties:** Develops and maintains a maintenance operations manual and coordinates/develops a maintenance strategy that compliments and/or supplements asset management plans for roads, bridges and culverts. Develops a "sensible salting" standard and continues investigating and developing winter operation standards/procedures to effectively handle snow and ice removal. These activities could include recommendations on truck purchases and equipment necessary to effectively track winter operations, including familiarity of automated vehicle locator systems and road weather technologies such as the Maintenance Decision Support System (MDSS) and the use of winter weather severity index and predictive models. Oversees and directs the survey, design and construction of County culverts and bridges, including: preliminary cost estimates, preliminary design, right of way acquisition, final design, project specifications, bidding documents, construction inspection, pay estimates, material testing and project documentation. Continuously evaluates and reports on the condition of bridges and culverts, recommending projects for maintenance, repair, reconstruction or replacement. Oversees biannual bridge and culvert inspections. Continuously reviews new and improved materials, equipment and construction techniques in order to secure better and/or more economical results in the design, inspection and construction of County infrastructure. Reviews, makes recommendations and causes to be inspected the proposed plans and construction related to County road right of way which may be put forth and implemented by various consulting engineering firms, municipalities and public utility companies. Manages an assigned program in order to carry out the department's statutory responsibilities, which may include consultation, investigation, evaluation, and plan design. Coordinates the development of professional transportation engineering training programs for Road Department staff. Maintains liaison with other agencies, organizations, and employees to coordinate technical programs. Serves as a technical consultant and liaison staff to industry and governmental agencies in the assigned areas. Maintains records and prepares reports and correspondence related to the work performed. Completes special projects and performs other duties as assigned by the Road Department Director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## ROAD DEPARTMENT

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

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

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

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

## SHERIFF'S DEPARTMENT

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

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

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

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





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## SHERIFF'S DEPARTMENT

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

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

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

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

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

## SHERIFF'S DEPARTMENT

### Deputy – Jail Division (\$47,706)

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

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

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

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



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## SHERIFF'S DEPARTMENT

### **Emergency Management Technician (\$27,631)**

**Required:** A high school diploma or equivalent and a minimum of four years of clerical experience; **OR** an Associate's Degree in secretarial science or related field and minimum of two years clerical experience. A minimum typing speed of **50 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:** Must successfully complete Professional Emergency Management (PEM) certification within two years of employment and maintain certification by completing 24 hours of instruction each year.

**Duties:** Receives and answers confidential or other responsible inquiries. Assists in setting up Emergency Operations Center. Coordinates the activities of Emergency Operations Center in absence of the other EMHSD staff during drills, incidents, and federal evaluated exercise. Assists municipalities during times of local emergency by directing them in the process and steps necessary to obtain a "Local State of Emergency" and a Governor's "Local State of Emergency" or "State of Disaster" and prepares requests for forwarding to State. Reviews and writes Emergency Operation Plans, and Standard Operating Procedures to comply with State and Federal guidelines and meets with Annex Heads for any changes on an annual basis. Updates and maintains Resource Manual. Prepares articles for news media release. Assists in preparing budget for Emergency Management grant. Assists in the planning and preparation of the annual work agreement. Ensures that various objectives are met during each quarter. Prepares quarterly reports for MSP EMHSD. Appointment to Local Emergency Planning Committee (LEPC). May supervise and coordinate clerical activities and personnel. Schedules and maintains calendar for EOC. Prepares notices, memorandums, correspondence and reports. Record and transcribe meeting minutes. Prepares legal forms and documents. Operates a variety of office equipment such as typewriter, network computer, including word processing, spread sheets, e-mail and printer, micro-processing transcriber, duplicating and facsimile machines in the performance of job duties. Order and maintain office supplies and equipment. File and maintain office records. Review EMHSD training schedules and activities to comply with PEM certification and EMPG requirements. Maintain LEIN TAC certification and manage EMHSD LEIN access as described within the TAC responsibilities. Perform related work as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## 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

### Records Clerk III (\$10.75/hr.)

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

**Required:** Must be 17 years old and pass a security background check.

**Duties:** Performs tasks related to the creation and maintenance of an accurate records information retention system and related clerical duties and public services. Receives, compiles and processes information; updates records and files such as police reports, criminal files and gun registrations. Accurately prepares required records and reports. Assists the public in person or by telephone; provides information on appropriate departmental regulations, policies and procedures. Assists the public in completing appropriate requested forms. Types letters, police reports, envelopes, bonds; document filing, microfilm stuffing, data entry, and processing of department paperwork. Operates a variety of office equipment, such as typewriter, network computer, including word processing, video mugshot, gun registration, mainframe, email software, printer, duplicating machine, facsimile, processes digital evidence photos, cataloging squad car video tapes, microfilm reader/printer and stuffing machines in the performance of job duties. Receives and processes department mail. Maintains confidentiality of information, reports and files in department. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## TRIAL COURT

### Assistant Supervisor (\$31,127 - \$41,713)

**Required:** Associates degree in business, office management, liberal arts, or criminal justice and a minimum of 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 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 in accordance with the standards established by the Judicial Council. 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 required to obtain state certification as a certified electronic recorder (CER) or certified electronic operator (CEO) as directed. May be assigned to work at any Berrien County Trial Court location during the course of employment. Submit to random drug and alcohol testing per policy.

**Duties:** Assists in the supervision and evaluation of the department's clerical staff; serves in the capacity of the office supervisor in his/her absence. Completes training to competently perform all Court Clerk II duties within the department assigned. Trains departmental Court Clerk II position. Acts in the capacity of any departmental Court Clerk II in his/her absence for the length of time designated by the office supervisor. Responds to court patrons at the public or police counters and on the telephone as required; explains court policies, procedures, documents, fine/costs schedules, fees and provides information as appropriate. Accepts pleas in traffic civil infraction cases; assesses fines and costs as directed by the Judges. Performs data entry, schedules court calendars, prepares files and documents, and sends court appearance notices as directed within the department assigned. Assures that departmental paperwork is accurate and processed and completed timely. Reviews and makes corrections as needed for reports and documents, including state mandated caseload and case flow guidelines reports. Assists with record retention and destruction as directed. Cross-trained with other similar positions within the Trial Court. Prepares and/or completes various templates, forms, records, and reports for use by the Court. Operates computers and office equipment in the performance of job duties. Performs miscellaneous clerical tasks. 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.



# BERRIEN COUNTY PUBLIC POSTING

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Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ November 30, 2020 – December 4, 2020

## TRIAL COURT

### **Deputy Accounting Manager (\$50,130 - \$67,179)**

**Required:** A Bachelor's degree in Accounting or Finance or related from an accredited college or university and a minimum of two (2) years of paid full-time experience in accounting or finance, one (1) year in a leadership role **OR** an Associate's degree in Accounting or Finance or related field from an accredited college or university and a minimum of four (4) years of paid full-time experience in accounting or finance, two (2) years in a leadership role. Combinations of above experience and education requirements, that could provide knowledge, skill, and ability listed, will be evaluated on an individual basis.

**Desired:** Ability to effectively communicate orally and in writing and work independently. Coursework and/or experience in governmental accounting or finance is preferred. Competency with computers, computer programs and Microsoft Office products.

**Special Employment Conditions:** Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing, criminal record and background check before employment. Employees will be fingerprinted. May be subject to random alcohol and drug testing. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Judicial Council. Regular, reliable and predictable attendance is required.

**Duties:** Responsible for the supervision, training, counseling, discipline and performance evaluation of the Accounting Assistants as well as assist Accounting Manager in the same for the Enforcement Officers. Maintains an accurate computerized accounting process for all Court ordered reimbursements. Performs data entry to produce financial reports. Monitors accounts on a regular basis. Performs complex accounting and bookkeeping work; maintains ledgers, journals and a variety of other financial records and reports. Codes and enters data in accounting system; prepares, reviews, and distributes appropriate reports. Classifies and posts expenditures and revenues. Prepares monthly financial statements, closes books for month end; balances ledgers with bank statements; prepares vouchers for disbursement of revenue to various agencies; prepares and files transmittal advice with check to the County Treasurer and State of Michigan. Prepares detailed financial reports according to schedules, County, State and Federal laws and completes special projects and reports as requested. As needed, assists and advises other Court employees regarding proper accounting policies and procedures at various Court locations. Interacts with other governmental agencies to provide and obtain information; assists auditors by providing accounting and related information and researches requests as appropriate; assists the Accounting Manager with special projects and assignments. Serves as acting Accounting Manager in that manager's absence. All other duties as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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## TRIAL COURT

### Deputy Register (\$14.22/hr.)

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. This position will not be filled and funded until 2020.

**Required:** Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or governmental office experience; demonstrates strong analytical skills and a net typing speed of **40 WPM net**. Must attain a minimum score of 75% on selected computer proficiency tests. May be required to obtain and maintain SCAO Certified Electronic Operator certification. Regular, reliable and predictable attendance.

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

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



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## TRIAL COURT

### **Mental Health Court (MHC) Coordinator (\$19.31/hr.)**

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

**Required:** Associate's degree in criminal justice, health science, social science, social work, business or other related field and two years of experience in a related field **OR** Bachelor's degree in above referenced fields is preferred. **Must submit college transcripts with application.**

**Desired:** Should possess strong computer skills, including knowledge of work, spreadsheet, presentation, and database solutions. Comfortable speaking in public with strong written and verbal communication skills. Foreign language skills or past experience working with diverse populations is a plus.

**Special Employment Conditions:** Person in this position may work out of multiple office locations in Berrien County, depending on the program's coverage needs, and will have regular contact with people convicted of criminal offenses. Must possess a valid vehicle operator's license. Regular, reliable and predictable attendance is required.

**Duties:** Serves as liaison for and among MHC stakeholders and team members. Interacts with MHC participants following referral and throughout the program to maintain current records and information adhering to all confidentiality requirements. Administers drug and alcohol tests as required by the program. Assists with the monitoring of participants as required by the program. Makes recommendations to judge regarding appropriate sanctions and incentives for participant's behavior, as needed. Assures all paperwork and documents relating to the program are accurately assimilated into court or program files and bills or invoices are paid accurately and timely. In collaboration with the probation officer and MHC Case Manager helps facilitate the execution of court orders including, but not limited to, organizing stays in treatment or detention centers, arranging for transportation and coordinating access to community resources for participants. Collects and submits all data as required by the State Court Administrator's Office (SCAO) via its established electronic database system. Maintains close professional working relationships with judges, probation officers, court staff, law enforcement agencies, social service agencies, and others in the county. Arranges for and attends review hearings and meetings associated with the MHC, including stakeholder gatherings. Assists in the writing of all grant applications, policies and procedures associated with the program. Prepares and distributes program reports and statistics as required by the SCAO or at the request of MHC stakeholders. Performs other duties as directed by the MHC Judges and the Civil/Criminal Division Administrator or designee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## TRIAL COURT

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

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

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

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

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