



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 ~ April 23 – April 27, 2018

INFORMATION SYSTEMS

Customer Services Specialist/Multimedia Technician (\$38,310 - \$49,927)

Required: Bachelor's degree in electronics or computer-related field and a minimum of one year of fulltime experience in a business environment in IP Audio/Video systems support and installation; **OR** associate's degree in electronics or computer-related field and a minimum of three years of fulltime experience in a business environment in I/P Audio/Video systems support and installation. Valid driver's license and a reliable vehicle. Regular, reliable and predictable attendance. Advanced knowledge of various file formats and multiplatform data integration. Knowledge of PCs (hardware and software). Ability to lift 50 pounds at least three feet off the ground. Knowledgeable in standard office software applications (email, word processing, spreadsheets, etc.); data entry, keyboarding, typing, and telephone skills

Desired: Considerable knowledge of county government functions; basic knowledge of network wiring; ability to effectively present information to department directors/managers, department heads, elected officials, and/or Board of Commissioners.

Duties: Supports and serves as point of contact for county audio/video assigned applications. Troubleshoots and diagnoses problems related to county audio/video assigned applications and equipment throughout the county. Supports and serves as point of contact for third party applications. Works with outside vendors, I/S personnel and other county staff to ensure system reliability. Reviews audio/video recordings for use in courtroom presentations, disclosure, FOIA requests, copying and storage, redaction. Installs PC software and new systems; installs and repairs PCs, network attached devices and any Information Systems support devices. Responds to trouble tickets initiated through the Help Desk. Performs preventative maintenance and orders replacement parts. Provides guidance to new customers in use upon installation of PCs. Makes recommendations to Operations Manager concerning planning, installation and maintenance of equipment. This position is based in St. Joseph but travel to other county facilities is 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.

County Applications Support Specialist (\$38,310 - \$49,927)

Required: Bachelor's degree in computer information systems or computer-related field and a minimum of two years of fulltime experience in a technology position with multiplatform data integration responsibilities, including a minimum of one year of fulltime experience in a customer support environment using computerized software; **OR** associate's degree in computer information systems or computer-related field and a minimum of four years of fulltime experience in a technology position with multiplatform data integration responsibilities, including a minimum of two years of fulltime experience in a customer support environment using computerized software. Valid driver's license and a reliable vehicle. Regular, reliable and predictable attendance. Advanced knowledge of various file forms and multiplatform data integration. Knowledge of PCs (hardware and software). Knowledge of Microsoft applications; data entry, keyboarding, typing, and telephone skills.

Desired: Considerable knowledge of county government functions; knowledge of public health department services; working knowledge of financial reporting and accounting; ability to effectively present information to department directors/managers, department heads, elected officials, and/or Board of Commissioners.

Duties: Manages and maintains Berrien County assigned applications to assure accurate and timely reporting regarding program service delivery, client information, financial information, and other events or functions as they pertain to services and administration of assigned applications. Uses applications to design/enhance and implement data management processes, activities and forms regarding county activities and functions. Provides applications support and technical assistance to users of county applications. Coordinates scheduling for assigned applications, including changes, upgrades and enhancements to meet deadlines. Trains customers in new and upgraded production applications; coordinates customer support with the Help Desk and/or application vendors. Develops and revises application documentation for data entry and system use. Assigns and maintains security for all users of the assigned county applications. This position is based in St. Joseph but travel to other county facilities is required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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INFORMATION SYSTEMS

Social Media Technician (\$35,435 - \$46,181)

Required: Bachelor's degree in marketing, business, communications, or related field; **OR** associate's degree in one of the above noted degrees and a minimum of one year of fulltime work experience in social media or marketing in a business environment. Excellent writing, editing, presentation, and verbal and written communication skills. Knowledge 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 and in a team environment. A valid driver's license and a reliable vehicle. Regular, reliable and predictable attendance.

Desired: Considerable knowledge of county government functions; ability to effectively present information to department directors, managers, elected officials, 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.); county websites and mobile app; county intranet pages; 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 line 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 vendor and news organizations. Review analytics and provide statistical reports upon request. Ensure content on social media, websites and all county presences to public is ADA compliant. Using available tools, ensure social media, websites and press releases are free of misspellings, broken links, etc. 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

Elections Deputy 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 diploma or GED and four years of related experience. Ability to lift 35 to 40 pounds; minimum typing speed of 40 WPM net; demonstrated proficiency with Microsoft Office suite products; regular, reliable and predictable attendance; must have a valid driver'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 required for the position. Successful applicant is subject to a background check, including a criminal history check and fingerprinting.

Desired: Prior experience with conducting local elections; excellent verbal and written communication skills; 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 Rules and Procedures. Assists the election administrator with school elections and other elections as needed; calculates and invoices local jurisdictions for canvasses, publications, programming fees, etc., and supervises payments. Creates detailed voter reports as requested by candidates, local clerks and the public; assists the election administrator with preparation of canvasses for all state, county, city, township, village, and school elections; assists in the review of spreadsheets/documents for accuracy for notices of election to precinct delegates and for certificates of election to all elected candidates. Assists with training for local clerks and election inspections; assists with creation of training materials; performs unique computer programming/coding for city, township, village, and school elections for Berrien County. 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 (\$23,748 - \$31,218)

Required: A high school diploma or equivalent; a minimum typing speed of 40 WPM net; regular, reliable and predictable attendance.

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Desired: Previous clerical or related experience is preferred.

Duties: Under close supervision, performs routine clerical duties to assist in the efficiency and effectiveness of departmental operations. Performs tasks such as filing, typing, answering phones, and greeting visitors. 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.

TRIAL COURT

Law Clerk I (\$48,184 - \$64,570)

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

Special Requirements: Must successfully pass the Michigan Bar Exam and be admitted to practice law in the State of Michigan within the first year of employment to continue employment as a Law Clerk. Must successfully complete training and obtain state certification as a certified electronic operator (CEO) to operate courtroom recording equipment and record official court record. Possession of a valid vehicle operator's license. Must pass a pre-employment physical and mental exam, pass pre-employment drug and alcohol tests, and criminal and civil record checks. Employee will be fingerprinted. Prolonged sitting and standing are required based on specific job duties and assignments. Exposure to people charged or convicted of criminal offenses. Ability to lift up to 25 pounds and some reaching and bending for file manipulation.

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

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



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TRIAL COURT

Civil/Criminal Division Administrator (\$73,902 - \$99,037)

Required: A bachelor's degree with a major in public administration, personnel administration, criminal justice, industrial/labor relations, business accounting, management or economics, social work, sociology, psychology, communication, counseling, political science, education or other related field; three years of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency or, alternatively, in a public or private organization; **OR** master's degree in one of the above noted bachelor's degree majors and one year of progressively more responsible administrative, supervision and management experience in a court or criminal justice agency or, alternatively, in a public or private organization. **Note:** upon selection for an interview, a copy of college transcripts must be provided.

Desired: Considerable knowledge of the Michigan Trial Courts, court administration, budgets, labor relations, human resource management, and project management. Ability to manage, supervise and coordinate professional and support employees; evaluate employee performance; develop and implement staff training; analyze data; recommend/make policy, procedural, operational changes; supervision of case/workflow; prepare/monitor budgets; interpret and effectively communicate administrative and professional policies and procedures to employees, attorneys, governmental agencies, and the general public; excellent written and verbal communication skills.

Special Requirements: Must possess a valid vehicle operator's license, pass a pre-employment physical, background check, and submit to drug screening as a condition of initial or continued employment. May be subject to random alcohol or drug testing at any time during employment. May be required to fulfill job duties and functions at any of the court's locations. No felony convictions. Employee will be fingerprinted. Must maintain regular, reliable and predictable attendance.

Duties: Manage and supervise employees, including recruitment, employment application screening, interviewing, selection, hiring, orientation, training, work assignment, performance evaluations, and disciplinary action as appropriate. Serves as a member of the Berrien County Trial Court Judicial Council, which directs the court regarding policies, operations, personnel, budget, information technology, etc. Oversees and assures that court judicial scheduling and calendaring, accounting procedures and court records adhere to local and state-mandated guidelines. Reviews each division's workflow and procedures to maintain efficiency. Analyzes and determines the causes of operational problems. Investigates complaints from the public, attorneys and other criminal justice agencies. Collects and compiles various statistics on court activity. Oversees file/record maintenance, retention and destruction according to state-mandated guidelines. Participates in collective bargaining negotiations with labor unions. Works with the Trial Court Administrator, Family Division Administrator and Friend of the Court to develop and coordinate intra-court operations, court services, information technology, etc. Performs other duties and responsibilities as requested by the Trial Court Chief Judge, Civil and Criminal Division Presiding Judges and the Trial Court 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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TRIAL COURT

Administrative Assistant (\$36,201 – \$48,512)

Required: Associate's degree in business or related field and two years of paid, fulltime responsible clerical and administrative support experience, which includes two years of word processing/spreadsheet experience; **OR** high school diploma or GED and four years of paid, fulltime responsible clerical and administrative support experience, which includes one year of word processing/spreadsheet experience. Typing speed of 60 WPM net; may be required to obtain and maintain certification as a certified electronic operator (CEO) or certified electronic recorder (CER) from the Michigan State Court Administrative Office.

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 of court operations, courtroom procedures and agencies within the State of Michigan and/or Berrien County. Knowledge of strategic planning and organizational methods to assist with the court's operational plans and objectives, budget preparation, information technology, public relations, and experience with news media. Possess strong interpersonal skills and a demonstrated ability to communicate effectively orally and in writing. Ability to be flexible and work well in a team situation.

Special Requirements: Must submit to fingerprints and subjected to a criminal record check, character, reputation, mental health, and moral character screening and clearance before employment. Must possess a valid vehicle operator's license, pass a pre-employment physical and drug test; must submit to random alcohol and drug screening tests during the course of employment. Appropriate speech and dress and a high level of personal and professional conduct for work in a court setting; regular, reliable and predictable attendance; work flexible hours in the fulfillment of Administrative Assistant duties.

Duties: Assists in the development of office procedures to increase the efficiency and effectiveness of operations; assists and coordinates court communication activities and acts as a liaison with all internal court divisions, external agencies and organizations. May handle complicated contact with the general public; assists in preparing and maintaining records and statistical reports. Assists with processing employment applications and applicant selection process. Provides court paperwork and orientation for new staff. May maintain division personnel files which contain highly confidential and sensitive information. Processes biweekly payroll; assists with data collection regarding labor agreements and maintains official files for union matters. Assists with the coordination of official record retention requirements for the court; assists in drafting letters, memos, disciplinary data, resolutions, policies and procedures, and proofreads those documents. Assists the court administrators with financial reports and records. Assists in preparing vouchers, requisitions and special order requests. Responds and assists inquiries from court staff. May prepare agendas and/or notices of meetings, attend meetings, take and prepare meeting minutes; may perform court record checks as requested by the public and others and provide defendant case information; may perform or assist with Alternative Dispute Resolution (ADR) case processing or scheduling. May be required to provide courtroom coverage. Assists court administrators and judges or designee with special projects and assignments. Assists other trial court administrative assistants as workload may require or for absence coverage. 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 (\$27,198 - \$36,448)

Required: A high school diploma or GED 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 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 in accordance with the standards established by the Judicial Council. 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, 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 and 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 Civil and Criminal Divisions. Receives and processes departmental mail; prepares judgments, calendar, processes garnishments, and case file vouchers. Swears in persons on complains 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.

Deputy Register (\$28,255 - \$37,864)

Required: Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of 40 words per minute net. 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.



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TRIAL COURT

Temporary Deputy Register (\$14.49/hr.)

Required: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of 40 words per minute net. 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.

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.

Youth Specialist (\$32,562 - \$43,637)

Required: Thirty semester or 45 quarter hours of college education, which includes three semester or four quarter hours of psychology.

Desired: Bachelor's degree in human services and relevant experience in juvenile justice field.

Duties: Under the direction of an assigned Juvenile Center supervisor, the Youth Specialist provides direct services that emphasize safety, security and quality programs for juveniles in a community-based treatment environment and/or detention services placement. The Youth Specialist provides active leadership, coaching, crisis intervention, positive role modeling, and activities planning for assigned juveniles. The Youth Specialist intensely monitors the juveniles and facility to maintain optimal security. The Youth Specialist closely observes juvenile behavior, providing positive reinforcement, corrective discipline or verbal/physical restraint when appropriate. The Youth Specialist is expected to prepare all required written reports, files, logs, etc., in a professional and timely manner. The Youth Specialist provides the overall care and welfare of juveniles at the facility, including basic health and hygiene, food service, laundry, housekeeping, etc. The Youth Specialist works a schedule that may include weekends, holidays, evenings, or overnight hours. 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

Cook (\$9.50/hr.)

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

Required: Completion of the eighth grade. Experience working in an institutional or commercial food service facility.

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.

BUILDINGS & 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. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

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.

Building & Groundskeeper (\$26,623 - \$34,698)

Required: One year of grounds keeping experience in a commercial setting. High school diploma or equivalent. Must have a current Michigan driver's license. Must be able to lift 70 pounds; frequently stands, sits, squats or kneels for extended periods of time; ability to distinguish colors. Regular, reliable and predictable attendance.

Duties: Under the supervision of the Building and Grounds Team Leader, performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings by cutting grass, weed whipping/removal, edging, blowing, trimming shrubs and trees, fertilizing, raking leaves, and picking up debris. Maintains parking lots and sidewalks--sweeps, shovels snow and salts walkways. Operates a variety of equipment and tools, such as lawn mowers, tractors, trucks, plows and related equipment in performance of job duties. Responsible for the operating condition of said equipment. Assists with performing building maintenance duties and tasks assigned; may deliver mail; open and closes county buildings as directed. 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.



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BUILDINGS & GROUNDS

Building Maintenance Worker (\$29,286 - \$38,164)

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.

Grounds Maintenance Supervisor (\$39,822 - \$53,363)

Required: Associate's degree in grounds maintenance/landscaping or related field and three years of grounds maintenance/landscaping management; **OR** high school diploma or equivalent and five years working in the grounds maintenance/landscaping field with at least three years in a managerial position.

Special Requirements: Must have a valid Michigan Vehicle Operator's license. Must be able to stand, sit or squat repeatedly. Must be able to lift 50 pounds at any given time. Expertise in operations and maintenance of all grounds equipment. Proven ability to manage grounds crews, along with all activities pertaining to exterior of all buildings in an efficient manner. Regular, reliable and predictable attendance; subject to call-ins during off-duty hours; willingness to work outdoors--occasionally under adverse weather conditions.

Desired: Thorough knowledge of grounds maintenance practices and techniques; thorough knowledge of the operation and maintenance via manuals and mechanical equipment used in grounds maintenance and snow removal; ability to plan and supervise the work of others; ability to understand and follow oral and written instructions.

Duties: Assigns and schedules Groundskeepers and other subordinate staff to regular and special grounds maintenance duties. Instructs and trains staff on safety and ensures staff is wearing proper PPE. Oversees and participates in mowing, trimming, edging, and raking of leaves and pruning of shrubs and bushes. Inspects all county properties and consults with the Superintendent of Buildings and Grounds regarding unusual problems. Orders supplies and manages contracts with the prior approval of the Superintendent. Supervises and assists in snow removal, salting of all entry walks, stairs and fire exits, driveways and parking areas. Supervises and participates in the rebuilding, fertilizing and seeding of lawns. Leads in the layout and planting of seasonal plants and bulbs. Keeps buildings and grounds free of litter and debris. Oversees the maintenance program for all grounds equipment based on seasonal needs. Inspects conditions of sidewalks and curbs for safety issues, and reports and marks those areas of concern. Installs and removes seasonal lighting. Delivers equipment and supplies. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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Equal Opportunity Employer ~ April 23 – April 27, 2018

HEALTH DEPARTMENT

Clinical Office Coordinator (\$32,212 - \$41,985)

Required: Associate's degree in medical billing/medical office or related field with no experience; **OR** a high school diploma or equivalent and a minimum of two years of clerical/medical coding experience. Experience in the program area assigned is preferable. A minimum typing speed of 55 WPM net is required; possession of a valid vehicle operator's license; certification in Medical Coding as either Certified Medical Coder from AAPC, Certified Coding Associate from AHIMA or equivalent. A minimum score of 75% in computer proficiency test in Microsoft Office Suite is also required. 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. A resume and cover letter **must** be submitted for the application to be considered complete

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

Desired: Excellent computer skills and experience with MS Office Suite and EMRs; excellent attention to detail; excellent organization skills and abilities with office practices; ability to communicate and work effectively with co-workers and the general public; excellent listening and writing skills.

Duties: Responsible for the maintenance of clinical program area policies and procedures, WIC, STD, HIV, FP, TB Immunizations and Public Health Nursing. Serves as expert user and staff trainer of clinical and clerical areas of Electronic Medical Records software. Schedules clerical staff to maintain proper coverage of clinics. Oversees medical coding for all clinical programs. Works with finance staff to resolve claims rejections. Works with service area manager and program supervisors in researching, preparing, logging, and inventory of clinical program supplies and purchase requisitions/orders. Assists in the evaluation of clinical office procedures and recommends changes to increase efficiency. Prepares or assists staff in preparation of a variety of records and reports. Performs more complex clerical duties requiring knowledge of department rules and regulations; serves as lead clerical staff in emergency preparedness drills and in an actual emergency as part of Public Health Headquarters. 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.

Breastfeeding Peer Counselor (\$15,586)

Note: This is a **grant-funded, part-time** position with pro rata benefits, working a maximum of 26 hours per week.

Required: High school graduation or GED. Significant personal breastfeeding experience (does not have to be currently breastfeeding).

Desired: Is committed and enthusiastic about promoting and supporting breastfeeding. Demonstrates the ability to communicate with diverse populations. If possible, has been/is a WIC program participant. Is Certified Lactation Counselor (CLC) or International Board Certified Lactation Consultant (IBCLC). Note: if candidate has IBCLC certification, they are eligible for a higher salary. 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: Builds and maintains a caseload of pregnant and breastfeeding mothers; makes routine contact with assigned caseload to give basic breastfeeding information and support to new mothers, including overcoming common barriers, and getting a good start with breastfeeding. She also helps mothers prevent and handle common breastfeeding concerns. Counsels pregnant and breastfeeding mothers by telephone, home visits, clinic visits, and/or hospital visits at scheduled intervals determined by program. Establishes an effective working relationship with local hospitals and agencies as appropriate. Helps organize a local breastfeeding support group/moms' club and Berrien County Breastfeeding Coalition. Functions within a team of Breastfeeding Peer Counselors and other maternal/child health program staff members at the Berrien County Health Department. Refers clients to other breastfeeding resources and/or health professionals when needed. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



BERRIEN COUNTY PUBLIC POSTING

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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
Download an application from the Berrien County website: [Employment Application](#);
Equal Opportunity Employer ~ April 23 – April 27, 2018

HEALTH DEPARTMENT

Public Health Nurse (\$42,876 - \$55,882)

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

Desired: Thorough knowledge of nursing theory and skills. Reasonable knowledge of the scope of state and local public health programs. Reasonable knowledge of the practices of public health nursing and of applicable public health laws and ordinances; reasonable knowledge of the epidemiology of communicable diseases and the ability to conduct epidemiological investigations; reasonable knowledge of growth and development and the ability to recognize deviations from the norm; reasonable knowledge of medical/clinical protocols and procedures; ability to interpret and explain public health laws and regulations; ability to utilize problem-solving techniques in planning for and providing skilled nursing services; ability to 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.

ROAD DEPARTMENT

Project Engineer (\$53,025 - \$59,681)

Required: Bachelor's degree in civil engineering and related work experience 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.

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. Response for the 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. Responsible for performance of 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.



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ROAD DEPARTMENT

Summer Road Maintenance Worker (\$11.00 - \$11.75/hr.)

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

Required: Must be at least 18 years old and possess a valid vehicle driver's license.

Duties: Flagging, patching, mowing, sweeping, and other duties as assigned by the foreman. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PARKS DEPARTMENT

Park Ranger (\$9.25/hr.)

Note: Positions available year-round at Madeline Bertrand County Park and April through October at Silver Beach County Park. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Must be at least 16 years old and possess a valid vehicle driver's license. Seasonal employees are required to work weekends and holidays on a regular basis and wear a department issued uniform while on the job.

Duties: Assists routine park operations and maintenance. Opens and closes park gates and facilities, collects fees, enforces park rules and regulations, empties trash receptacles, inspects and cleans restrooms, and performs other related duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

Park Maintenance Worker (\$9.69/hr.)

Note: Positions available at Love Creek County Park and Silver Beach County Park, April through October. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Valid Michigan driver's license. Must wear a department issued uniform while on the job. Seasonal employees may work weekends and holidays.

Duties: Assists routine park operations and maintenance. Opens and closes park gates and facilities, collects fees, enforces park rules and regulations, empties trash receptacles, inspects and cleans restrooms, and performs other related duties as required.

Desired: High school graduate or GED is desired.

Duties: Maintains buildings and grounds at various county park locations. Operates and maintains related machinery and 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.

Lifeguard (\$10.40/hr.)

Note: Positions available May through August at Silver Beach County Park. This is a temporary, part-time position working a maximum of 1,000 hours per calendar year. There are no benefits.

Required: Must be certified in American Red Cross Lifeguard Training or equivalent **AND** CPR for Adult, Infant and child prior to beginning work. Must pass written and water tests administered by Park Staff.

Desired: Prior lifeguarding experience is desired.

Duties: Responsible for promoting safe beach and water related activities. Enforces park rules and regulations. Performs water search and rescues. Administers first aid and CPR. Patrols beaches and swim areas for hazards. Performs related duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ANIMAL CONTROL

Part-time Animal Control Officer (\$13.50/hr.)

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

Required: Graduation from high school or GED and one year of experience in the care or custody of animals. Must be at least 21 years or age. Must possess a valid vehicle operator's license; certification as an Animal Control Officer by the State of Michigan within 90 days of employment and maintain status throughout employment. Must be deputized by the County Sheriff and maintain status throughout employment. Must be certified in CPR and First Aid and maintain status throughout employment. The Berrien County Reserve Academy must be completed within one year of date of hire. Ability to lift, carry and drag large animals/livestock; ability to bend, stoop, crawl under porches, crawlspaces; climb ladders, stairs, and trees. Must be able to lift at least 80 pounds. Subject to call in after normal hours, including weekends and holidays; regular reliable and predictable attendance; must pass a criminal background check; possess and maintain a valid CPL during employment.

Desired: Demonstrated skill in use of handguns, shotguns and pepper spray or related items; knowledge of roads and principle locations within Berrien County; ability to diffuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Patrols an assigned area in a radio-equipped vehicle. Responds to and investigates complaints related to enforcement of state and county dog laws. Pick up, transports and provides care for unlicensed and stray animals. Works with owners and interested parties to attempt resolution of animal-related problems. Issues citations as necessary. Investigates animal bites; captures and impounds dogs and cats and other animals that have bitten individuals to quarantine as required. Investigates suspected cases of animal abuse and/or neglect. Assists in picking up farm or exotic animals that are on the loose. Issues dog licenses and receives and records fees. Humanely euthanizes unclaimed and unadoptable animals according to established procedures; may remove and transport head of animals suspected of rabies infection to the Department of Public Health or other appropriate state agency. Exposure to all types of weather conditions. May assist police officers with animals hit by cars; may assist with narcotics raids by removing animals from the property. 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.

Kennel Worker (\$9.25/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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PUBLIC SAFETY COMMUNICATIONS CENTER

Dispatch Center Call Taker (\$34,605 - \$45,419)

Required: A high school diploma or GED. No felony convictions. A minimum typing speed of 35 WPM net is required. Must be able to master telephone system, TDD, department computer applications, and Public Safety radio operation related to position.

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: 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.

Duties: Under the general supervision of the Communications Center Supervisor, Shift Leader or other management staff, processes emergency and non-emergency calls for service, administrative calls, computer messages, and Telecommunications Device for the Deaf (TDD) calls. Performs general and clerical support 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.

Special Employment Conditions: Will be required to work various shifts, holidays and weekends. Regular, reliable and predictable attendance is required. Will be required to successfully complete initial and periodic training and/or certification programs to maintain job proficiency. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S DEPARTMENT

Records Clerk III (\$10.00/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 Niles Substation Records Department.

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

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



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SHERIFF'S DEPARTMENT

Cook I (\$24,203)

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.

Court Entrance Security Officer (\$17.00/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. 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: 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 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.

Part-time Patrolman (\$17.00/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: 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 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.