



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 ~ January 22 – January 26, 2018

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

Desired: Knowledge of 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 and recommends changes 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 to support and project a positive image of the court. Assists in preparing and maintaining records and statistical reports. Assists with processing employment applications, scheduling applicant selection process, conduct background references and record checks to aid in the hiring of new employees. Provides court paperwork and orientation for new staff. May maintain division personnel files which contain highly confidential and sensitive information. Processes biweekly payroll processing. 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

Attorney Referee (\$64,131 - \$85,943)

Required: Graduation from ABA accredited law school; admission to practice law in the State of Michigan and in good standing with the State Bar. A minimum of five years of paid, fulltime trial court experience in the practice of law or three years of prior experience as an Attorney Referee. **A legal writing sample must accompany application for this position.** Must complete training courses offered by the Michigan Judicial Institute and as required by judge(s) and/or court administrator.

Desired: Knowledge of criminal, civil, juvenile and family law, statutes, court rules, case law, local ordinances, State of Michigan Motor Vehicle Code, courtroom operations and proceedings, including ability to conduct specific hearings. Familiarity with agencies within Berrien County that serve court clients. Ability to maintain records and reports, conduct legal research, prepare succinct opinions for the judges, and provide in-service training for non-attorney referees and other staff. Knowledge of personal computers and ability to use word processing and spreadsheet software. The ideal candidate will be fair, impartial and sensitive to the needs of the diverse population the court serves; works well under pressure with demonstrated time-management and problem-solving skills; be detailed oriented; foster cooperation; possess excelling interpersonal skills.

Special Employment Conditions: Must submit to fingerprints and may be subjected to criminal record check, drug testing, ethics screening, and screening for any conduct prejudicial to the administration of justice. Possess a valid vehicle operator's license; pass a pre-employment physical. Must have appropriate speech, dress and a high level of personal and professional conduct for work in a court setting. In-service training must be completed for continued employment. Required to maintain regular, reliable and predictable attendance. Subject to random drug and alcohol testing per court policy.

Duties: Conducts hearings relating to civil infractions and misdemeanors, preliminary adjudication, dispositional and progress hearings, termination of parental rights, Juvenile Court hearings, temporary orders in divorce cases; swears in and examines witnesses, hears arguments, decides motions and objections, reconciles conflicting testimony, makes findings of fact, draws conclusions of the law, renders decisions and drafts orders. Makes recommendations on appropriate dispositions to the judge(s). Stays current on legislation and laws. Conducts complex legal research for judges and keeps abreast of case law and legal issues affecting the court; prepares legal memorandum. Maintains close relationships with all of the court divisions, judges, probation officers, police agencies, social service agencies, schools, and others in the community. Provides after-hours, weekend and holiday coverage to assist police agencies, Friend of the Court, Juvenile Center, Prosecuting Attorney's Office, and the Department of Health and Human Services. Operates video and audio equipment for the recording of all court hearings; maintains a complete and accurate monthly record of all hearings, hearing hours and other required documentation. Processes and reviews all petitions presented to the Juvenile Center for legal sufficiency and conducts appropriate hearings; consults as to the status of youth petitioned to the Juvenile/Probate court; conducts hearings relating to temporary orders in divorce cases, contested evidentiary hearings and other matters affecting property or children in Domestic Relations cases. Serves as legal counsel to the Friend of the Court director and staff. Receives and reviews reports and petitions from the Department of Health and Human Services, Michigan State Police, County Sheriff's Department, and municipal police departments received from the Prosecuting Attorney's Office. Exercises discretion in matters involving the apprehension and detention of minors pending formal court action. 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 Coordinator (\$36,201 - \$48,512)

Required: Bachelor's degree in criminal justice, health science, social science, social work, business or other related field; **OR** 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.

Desired: Strong computer skills, including Word, spreadsheet, presentation, and database solutions. Comfortable speaking with public; strong written and verbal communication skills; foreign language skills or past experience working with diverse populations.

Special Employment Conditions: This position is currently bound to the funds available as part of the annual MHC grant contract, which runs October 1 through September 30th annually. In the event the grant is not renewed, this position will terminate at the end of the funded grant cycle. The person in this position will work out of multiple office locations in Cass and Berrien Counties, depending upon program needs, and will have regular contact with people convicted of criminal offenses. Must possess a valid vehicle operator's license; pass a pre-employment physical, drug testing, criminal record, character, and mental health screening. Employee will be fingerprinted. Regular, reliable and predictable attendance; subject to random drug testing.

Duties: Serves as liaison for and among MHC stakeholders and team members; interacts with MHC participants following referral and throughout the program; administers drug and alcohol tests; supervises/monitors participants in the program; assures all paperwork and documents relating to the program are accurately assimilated into court or program files; assures bills and invoices are paid accurately and timely. Facilitates the execution of court orders; collects and submits all data as required through a database portal; maintains close professional working relationships with judges, probation officers, court staff, law enforcement agencies, social service agencies, etc. Arranges for and attends review hearings and meetings associated with the MHC; assists in the writing of grant applications, policies and procedures; prepares and distributes program reports as required; performs other duties as directed by the MHC Judges and the Civil/Criminal Division 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.

Trial Court Clerk II (\$27,198 - \$36,448)

Required: A high school diploma or equivalent and minimum of one year of general clerical experience. Minimum typing speed of 40 words per minute net. Must successfully pass a basic language and math skills test prior to any job offer.

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, criminal record, character and mental health screening 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: Under the general supervision of an office supervisor, performs a variety of complex clerical, financial and public contact duties; performs computer data entry; prepares and updates case files; prepares correspondence and reports; receives and records fines, costs, fees; answers telephone and responds to inquiries; receives and processes departmental mail; provides information to defendants, attorneys, law enforcement officers, court patrons, and co-workers; swears in persons on complaints and witnesses signatures; recalls outstanding warrants; returns or forfeits cash bonds as directed by judges or magistrates. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Deputy Register (\$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.

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.

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.

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

LEIN/Live Scan Technician (\$14.11/hr.)

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

Required: High school diploma or GED certificate and a typing speed of 40 words per minute net. Must maintain Michigan CJIS/LEIN Operator Certifications throughout employment; possess the dexterity and mobility necessary to properly scan fingerprint images from subjects referred by the court.

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

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

JUVENILE CENTER – 24-hour facility

Temporary Youth Specialist (\$14.35/hr.)

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

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

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



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JUVENILE CENTER – 24-hour facility

Youth Specialist (\$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.

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.

FRIEND OF THE COURT

Administrative Secretary (\$25,679 - \$34,412)

Required: An associate's degree in secretarial science or related field and one year of clerical/secretarial work experience; **OR**, high school diploma or equivalent and a minimum of two years of progressively more responsible clerical/secretarial work; a minimum typing speed of 55 words per minute net; regular, reliable and predictable attendance.

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



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INFORMATION SYSTEMS

Court 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 court environment using computerized court 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 court environment using computerized court software. A valid driver's license and reliable vehicle; regular, reliable and predictable attendance; advanced knowledge of various file formats and multiplatform data integration; knowledge of PCs (hardware and software), Microsoft applications, data entry, keyboarding, typing, and telephone skills.

Desired: Considerable knowledge of court practices and county government functions; working knowledge of financial reporting; ability to effectively present information to department directors/managers, department heads, elected officials, and/or Board of Commissioners; strong interpersonal and communication skills, verbal and written, at all levels within the organization; diplomatic and effective in dealing with customers.

Duties: Manages and maintains Berrien County Court applications and other court 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. Thorough interaction with assigned applications, court personnel and Information Systems managers and director; provides application support and advice to customers of the assigned court software applications; provides technical assistance to users of assigned court applications and information staff; coordinates scheduling for assigned applications, including changes, upgrades and enhancements to meet deadlines. Trains customers in new and upgraded production applications; writes and modifies various reports as needed by the Berrien County Courts; assists court staff in creating regular program reports; submits various scheduled reports; assigns and maintains security for all users; maintains up-to-date knowledge of new techniques in information technology. Completes special projects and assignments as requested by the Information Systems Director and Application Support Manager. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

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.



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BUILDINGS & GROUNDS

Building & Groundskeeper (\$26,165 - \$34,101)

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.

PRINTING & BINDING

Imaging Technician (\$12.20/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 GED and a minimum of one year of experience in printing or related work.

Desired: Ability to operate a Heidelberg QM Offset Press.

Special Requirements: Ability to work well with the public, co-workers and county employees; work with equipment and understand the mechanics of them; stand for long periods of time; ability to lift 60 pounds; ability to operate a computer. A valid vehicle operator's license is also required. May be required to pass a security check.

Duties: Under supervision of the Printing and Binding manager, have general knowledge and experience running an offset printing press, specifically a 2/c Heidelberg Quickmaster 46-2 2/color press (if possible); able to print NCR, envelopes, etc., on press. Base knowledge of bindery equipment (trim, drill, pad as necessary). Performs all pre and post press/print room operation related functions. Ensures efficiency, accuracy and timely delivery of all formal department print orders. May perform all requirements of a copy center operation when large, multiple orders require this type of process, including finishing work. Have basic technical knowledge of proper handling of paper. Uses email as a communication and prioritization tool. Performs related and additional 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.

COUNTY CLERK

Deputy Circuit Court Clerk I (\$23,551)

Required: A high school diploma or equivalent is required. 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.

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

Elections Deputy Clerk (\$11.95/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. 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. Completes special projects 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

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 ~ January 22 – January 26, 2018

HEALTH DEPARTMENT

WIC Public Health Nutritionist II (\$21.61/hr.)

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

Required: Bachelor's degree in nutrition or dietetics and certification as a Registered Dietitian, and a minimum of nine months of experience working in the field of nutrition or dietetics. Applicants who have their bachelor's degree in nutrition or dietetics but do not yet have their certification as a registered dietician are encouraged to apply as they would qualify for the position of Public Health Nutritionist I (\$19.65/hour). ***A resume and cover letter must be submitted for the application to be considered complete.***

Desired: Thorough knowledge of the principles of human nutrition; considerable knowledge of dietary control of diseases; knowledge of the principles of health education and public health administration; ability to plan, organize and develop a public nutrition consultation and education program; ability to apply education and public information techniques to the science of nutrition; ability to work with community organizations in the development of nutrition programs; considerable skill in speaking and writing concerning nutrition.

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

WIC Public Health Nutritionist II (\$42,139 - \$47,402)

Required: Bachelor's degree in nutrition or dietetics and certification as a Registered Dietitian, and a minimum of nine months of experience working in the field of nutrition or dietetics. ***A resume and cover letter must be submitted in order for the application to be considered complete.***

Note: Applicants who have their bachelor's degree in nutrition or dietetics but do not yet have their certification as a registered dietician are encouraged to apply, as they would qualify for the position of Public Health Nutritionist I (\$38,310 - \$43,091).

Desired: Thorough knowledge of the principles of human nutrition; considerable knowledge of dietary control of diseases; knowledge of the principles of health education and public health administration; ability to plan, organize and develop a public nutrition consultation and education program; ability to apply education and public information techniques to the science of nutrition; ability to work with community organizations in the development of nutrition programs; considerable skill in speaking and writing concerning nutrition.

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

Finance Clerk (\$28,782 - \$32,375)

Required: Associate's degree in business, finance or accounting and one year of experience with payroll, purchasing and/or accounting functions; **OR** high school graduation or GED and three years of experience with payroll, purchasing and/or accounting functions. **A resume and cover letter must be submitted in order for the application to be considered complete.**

Desired: Excellent attention to detail and well organized; excellent computer skills, including MS Office software; ability to communicate effectively and in writing with vendors, funding sources and co-workers; ability to use discretion in communication and confidentiality; self-starter and ability to work with minimal supervision; knowledge of healthcare billing.

Duties: Perform purchasing activities for the department; establishes and maintains relations with frequently used vendors and county financial services; maintains central supply of medical and office supplies; fulfills staff orders; conducts inventory, rotates stock, adjust supplies as needed. Processes staff travel vouchers; assists with invoice processing; processes employee payroll functions; assists with patient billing and preparing invoices; prepares and completes deposits. 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 (\$13,493)

Note: This is a **grant-funded, part-time** position with pro rata benefits working a maximum of 22 hours per week. After the grant period ends, this position will be eliminated if other funding is not available.

Required: High school graduation or GED. Significant personal breastfeeding experience (does not have to be currently breastfeeding). Employee must be available for occasional out-of-county training. **A resume and cover letter must be submitted for the application to be considered complete.**

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; 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/mom's 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.



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HEALTH DEPARTMENT

MI-APPP Teen Parenting Case Manager (\$34,826 - \$45,387)

Required: Bachelor's degree in social work, education or related human services field and two years of experience in case management or working with teens; **OR** associate's degree in social work, education or related human services field and four years of experience in case management or working with teens; **OR** high school diploma and six years of experience in case management or working with teens. Possession of a valid vehicle operator's license and a vehicle. Must obtain a minimum score of 75% on computer proficiency test in Microsoft Word, Excel and Outlook prior to any job offer. In times of public health emergency, may be required to report for specialized duties inside or outside of Berrien County. ***A resume and cover letter must be submitted for the application to be considered complete.***

Desired: Experience providing case management to pregnant and parenting teens specifically. Experience and familiarity with working with diverse populations. Thorough knowledge of available services in Berrien County for parents and children. Ability to establish relationships with teens from diverse cultural and economic backgrounds.

Duties: Provides individual case management to pregnant and parenting teens based on assessment of strengths and needs and development of individualized service plans based on the Adolescent Family Life Program-Positive Youth Development Program (AFLP-PYD) as part of the Michigan Adolescent Pregnant and Parenting Program grant (MI-APPP). Has regular contact with clients on caseload, including home visits. Works in a variety of community settings, including schools and other service organizations. Provides mentoring, counseling and instruction to clients to support client's life goals, including educational and career goals. Assists clients and their children to access services, including medical care, educational services, parenting education, employment, and other services as needed. Coordinates with other service providers who work with clients in their caseload. Keeps timely and accurate records for all clients as per program guidelines. Recruits pregnant and parenting teens into program through referrals and marketing of program, including presentations to group. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ROAD DEPARTMENT

Medium Equipment Operator (\$42,619)

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

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

Duties: Operate Road Department motor vehicles, including commercial motor vehicles and the various attachments affixed, such as front mounted plows, underbody mounted plows, body mounted spreader, tanks, distributors, and trailers of various sizes and shapes attached or affixed to the truck. Safely and proficiently operate various hand and motorized specialty tools—chain saws, shovels, picks, air hammer, wheelbarrows, grass and tree-trimming tools, concrete saws, and post hole diggers. Install, maintain and repair road signs, delineators post and buttons, guardrails, right-of-way fencing, barricades; perform various forms of manual labor, either alone or with fellow workers—patching and sealing operations, manhole and culvert installations, and all general road and right-of-way maintenance. Inspect and perform minor maintenance on vehicles and equipment, servicing vehicles, changing tires and scraper blades, etc.; provide traffic control operations such as flag control, installing and removing constructions signs. 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

Medium Equipment Operator (\$17.50/hr.)

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

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

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

Duties: Preparation for snow plowing season. 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. 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.

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. This description is intended to describe the type and level of work being performed by a person assigned to this job. 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.

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.

Dispatch Center Supervisor (\$43,248 - \$57,655)

Required: Associate's degree in business, public administration or public safety field and three years of service in a public safety capacity involving operation of computers, radio and telecommunications systems, and providing a working knowledge of police, fire and EMS operations; **OR** high school diploma or GED and five years of experience as noted above. Typing 35 WPM net. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required.

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. Ability to differentiate colors and read maps, dispatch controls and charts. Ability to communicate well in verbal and written English. Regular, reliable and predictable attendance.

Desired: Previous supervisory experience; good knowledge of the streets and principle locations in Berrien County; background in Public Safety Telecommunications, law enforcement, fire science or emergency medical response.

Special Employment Conditions: Must possess the ability to concentrate in order to work effectively at a pace that is temporarily out of their control; must demonstrate sound judgment and remain professional at all times; will be required to perform duties as assigned in a 24/7/365 service environment and work different shifts, weekends, holidays and overtime as required. Will not be able to schedule routine break periods. Required to successfully complete initial intensive and periodic training and maintain certifications as required; ability to accept constructive critiques and ability to provide similar guidance to subordinates. Must develop an in-depth understanding of the E911 telephone system, dispatch computer applications and monitoring systems.

Duties: Assures established minimum staffing levels to effectively manage call volume; assigns duties and supervises subordinate staff members. Evaluates and counsels staff to achieve improved performance; monitors and troubleshoots performance of telecommunication center systems; assists and oversees effective use and compliance in the operation of CJIS database functions, includes monitoring and validation of accuracy of LEIN/NCIC entries; assists staff when necessary in the processing of emergency and non-emergency public safety calls for service and other related functions; operates emergency alert and public warning systems; processes administrative calls and computer messages; reports unusual events to management; appears in court as a witness. 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 (10.00/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 and 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. Completes special projects or assignments as requested by 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.

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.