



# BERRIEN COUNTY PUBLIC POSTING

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Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ October 15 - 19, 2018

## **BERRIEN COUNTY ADMINISTRATION**

### **Personnel/Legal Assistant (\$36,201 - \$48,512)**

**Required:** Associate's degree in secretarial science or related field and minimum of one year of responsible secretarial/clerical experience; **OR** high school diploma or equivalent and three years of progressively more responsible secretarial/clerical work experience, preferably in a personnel department setting. A minimum typing speed of 60 WPM net is also required. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Duties:** Coordinates office activities and projects to relieve supervisor of department's administrative and clerical details. Receives and screens visitors and phone calls to determine individual's needs. Refers individual to Personnel Director or appropriate department for further assistance. Exercises independent judgment in the initiation and composition of correspondence. Prepares a variety of activity and statistical reports. Prepares invoices, vouchers, requisitions, budget transfers, forms, and travel vouchers. Maintains county active and inactive personnel files; prepares related paperwork to initiate personnel changes. Serves as secretary to Corporate Counsel and files case filings with the court. Prepares and distributes job postings for county vacancies and ensures conformance to related job posting requirements. Answers inquiries from the general public regarding the application process. Processes necessary paperwork for all new hires. Completes special projects and assignments as requested by the County Coordinator, Personnel Director and/or Corporate Counsel. 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**

### **Administrative Assistant (\$36,217 - \$40,762)**

**Required:** Associate's degree in a related field and two years of experience; a minimum typing speed of 60 WPM net; **OR** high school diploma or equivalent and four years of progressively responsible clerical/secretarial work. **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:** Ability to communicate effectively with the public, government agencies and county employees, both orally and in writing. Ability to assemble, inspect and maintain accurate records. Reasonable knowledge of business English, spelling and office practices and procedures.

**Duties:** Coordinates office activities and projects. Types and proofreads letters, memos, charts, forms, and reports. Receives and screens visitors and phone calls. Serves as a liaison between the department and agencies, organizations, general public, and other county departments. Schedules and maintains computerized meeting and appointment calendar for Road Director. Receives, sorts and distributes departmental mail. Prepares monthly report for Road Director to update county commissioners. Prioritize work assignments under severe time constraints to ensure efficient and effective operation. Advanced knowledge of Microsoft Office programs; monitors road department social medial accounts and posts information as directed to inform the public of upcoming road construction projects, severe weather, 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.



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## REGISTER OF DEEDS

### **Chief Deputy Register of Deeds (\$36,201 - \$48,512)**

**Required:** Associate's degree in business or related field, two years of experience with legal or land records and prior supervisory experience; **OR** high school diploma or GED and four years of progressively more responsible clerical experience, including prior supervisory experience. Valid driver's license; regular, reliable and predictable attendance.

**Desired:** Demonstrable computer proficiency with windows-based software. Ability to communicate well verbally and in writing.

**Duties:** Supervises the office clerical staff; makes recommendations for new hires; recommends disciplinary or advancement actions; and assists in the evaluation of work performance. Assists in training staff; intercedes with difficult customers and assists with operation or procedural inquiries. Maintains personnel records; reviews staff time sheets for accuracy. Directs, trains and participates in the operation of the department's databases, remote servers and image scanning system(s). Prioritizes and assigns work to staff. Acts in the capacity of clerical staff as necessary due to work volume or staff absences. Works with staff to balance fees received and end-of-day monies for deposit. Conducts computer and file searches for customers, both in person and telephone. May serve as liaison between department and other county departments or outside agencies and organizations. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## COUNTY CLERK

### **Deputy Court Clerk - Equipment Operator (\$26,623 - \$34,698)**

**Required:** High school diploma or equivalent and three years of court/legal experience is required, preferably court file maintenance experience. Typing speed of 40 words per minute net. Certification as a Certified Electronic Operator (CEO) is required within six months of employment. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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



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## PROSECUTOR'S OFFICE

### **Assistant Prosecuting Attorney II (\$58,300 - \$78,128)**

**Required:** Graduation from law school and a minimum two years of previous civil, criminal, appellate, or probate legal counseling experience; a member of the State Bar of Michigan. **Note:** If you do not yet have two years of experience, you may qualify as an Assistant Prosecuting Attorney I (\$53,001 - \$71,027). Admission to practice law before the Michigan Supreme Court is required within four months after administration of the last bar exam. Those without experience will be hired at a trainee wage as established by Berrien County until admission to practice before the Michigan Supreme Court has been obtained.

**Duties:** Under general supervision of the county prosecuting attorney, prosecutes complaints for and on behalf of the county and other official agencies. Receives and reviews police reports and arrest warrants from local agencies; approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Prosecutes difficult criminal complaints on behalf of the State of Michigan, its divisions and police agencies. Conducts legal research in order to prepare legal briefs and present prosecution cases at trial; represents the People of the State of Michigan in jury and nonjury felony and misdemeanor cases in the circuit and district courts, as well as argues cases in front of the Court of Appeals and Supreme Court; interprets and applies criminal statutes for police agencies; provides advice on proper legal procedures. Assists less experienced assistant prosecuting attorneys; processes extradition cases; represents the State of Michigan at all Berrien County Probate Court matters, including abuse and neglect cases and legal guardianships. Provides after hours, weekend and holiday assistance to police agencies regarding review and authorization of felony arrests, legal questions, search warrants, and exigent matters; reviews and handles all juvenile matters, paternity proceedings, child support matters, and civil proceedings. Exercises a considerable degree of independent judgment. Completes special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## TRIAL COURT

### **Chief Probation Officer (\$48,184 - \$64,570)**

**Required:** Master's degree from an accredited college or university in criminal justice, public or business administration, behavioral sciences or a related human service field. Minimum one year of paid, fulltime experience as a supervisor in a probation office, law enforcement agency or related social or government agency or private profit or nonprofit organization; knowledge of mainframe and personal computer; **OR** bachelor's degree (with same area of studies as shown above) and minimum three years of paid, fulltime experience as a probation officer and one year of paid, fulltime experience as a supervisor. Regular, reliable and predictable attendance. Possession of a valid vehicle operator's license.

**Desired:** Thorough knowledge of the theory, laws and procedures pertaining to probation activities and current social, economic and health issues; thorough knowledge of the criminal law component of the Michigan court system, of casework supervision, counseling skills and techniques, community service process, and mental health and substance abuse issues confronting probationers. Ability to communicate effectively orally and in writing and work independently.

**Special Employment Conditions:** State mandated certification as a Certified Criminal Justice Professional, or similar state certification, for substance abuse counseling and assessments is required within one year of employment. May perform work in an environment that involves an exposure to hazards. Required to conduct defendant interviews in an office setting, a jail or in-custody environment; required to maintain on-call status. Appropriate speech, dress and the highest level of personal and professional conduct for work in a court setting must be maintained throughout employment. Ability to maintain confidentiality, effective working relationships with other employees and interact effectively with the public. Subject to random alcohol and drug testing. May be assigned to work at any Trial Court location.

**Duties:** Assures the probation department's program effectiveness, staff accountability and professional standards are met. Ensures support services agencies and service providers receive appropriate training for administering probationer treatment and counseling. Assists in the formulation of goals, measurable objectives and corresponding implementation plans that establish priorities, guide current and future operations. Participates in staff recruitment, interviews, selection process, assists with hiring recommendations, and provides orientation and training for probation officers and staff. Reviews and evaluates employee work performance. Reviews and monitors all departmental cases to assure appropriate assessment. Prepares budget requests for the departmental annual budget. Responds to internal and external complaints. Performs the duties of a probation officer. Responsible for approving and monitoring employee work schedules, hours worked, scheduled employee absences and ensures appropriate coverage of the probation department offices. May be required to work flexible hours, to include evenings, holidays and weekends. 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:** High school diploma or GED and one year of general clerical experience. Minimum typing speed of 40 words per minute net. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

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

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



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## TRIAL COURT

### **Judicial Administrative Assistant (\$32,910 - \$44,102)**

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

**Special Requirements:** Required to obtain and maintain certification as a certified electronic recorder in the State of Michigan within one year to maintain employment. May be required to work at any Trial Court location. Must submit to fingerprints and may be subjected to a criminal record check, character, reputation, mental health, and moral character screening before employment. Must possess a valid vehicle operator's license; must pass basic language and math skills test. Submit to random drug and alcohol testing during employment. Regular, reliable and predictable attendance.

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

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





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## HEALTH DEPARTMENT

### **Clinical Services Client Associate – Niles Office (\$24,203 - \$31,545)**

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

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

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

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

### **Nurse Practitioner (\$32.89 - \$36.26/hr.)**

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

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

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

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

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



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## HEALTH DEPARTMENT

### **Supervising Sanitarian (\$48,184 - \$64,570)**

**Required:** Bachelor's degree in the field of environmental health, biological, chemical or physical sciences or engineering; four years of progressively more responsible experience in the environmental health field. **A Berrien County application, resume and cover letter are required for this position.**

**Special and Physical Requirements:** Registration as a Sanitarian in the State of Michigan; possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

**Desired:** Considerable knowledge of modern environmental health practices, techniques and programs; of county and state laws, ordinances, rules and regulations relating to environmental health. Considerable skills in applying the knowledge of environmental health principals to environmental health problems; in enforcing environmental health regulations in a firm but tactful manner. Ability to communicate effectively with fellow employees and the public; to present, explain and discuss the field of environmental health before small and large groups; to work harmoniously with co-workers, other organizations and agencies and the general public.

**Duties:** Supervises a staff of environmental health sanitarians, technicians and clerical staff; ensures that sanitarians are appropriately trained in environmental health programs; evaluates performance; schedules work and assigns tasks. Supervises, coordinates and conducts the inspections of food service facilities, schools, mobile home parks, campgrounds, child and adult care facilities; determines compliances with a variety of state and local laws, ordinances and regulations; issues violations and recommends approval and/or denial of permits and licenses. Reviews reports received from the environmental health staff and ensures consistency and accuracy in conduct of inspections. Provides assistance to engineers, architects and the general public regarding environmental health issues; proposes solutions to technically difficult situations. Acts in the capacity of Environmental Health Services Manager in his/.her absence. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.





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## HEALTH DEPARTMENT

### **Registered Sanitarian (\$38,980 - \$50,801)**

**Required:** Bachelor's degree in the field of environmental health, biological, chemical or physical sciences or engineering; three years as an environmental health sanitarian working in general environmental health. **Note:** If you are not registered with the State of Michigan as a Registered Sanitarian, the employee is titled "Sanitarian" and paid at one grade less on the salary schedule (\$35,435 - \$46,181). Sanitarians may qualify with an associate's degree in the field of environmental health, biological, chemical or physical sciences, or engineering and a minimum of two years of experience with environmental health services, food service inspection, sewage treatment or other environmental health duties. **A Berrien County application, resume and cover letter are required for this position.**

**Special and Physical Requirements:** State of Michigan registration as a Registered Sanitarian; possession of a valid driver's license and a vehicle. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Duties require sufficient mobility and physical condition to perform essential functions of the position, which may include lifting objects up to 50lbs, walking on uneven terrain, slippery conditions, bending, stooping and standing for extended periods of time in all weather conditions and indoor environments.

**Desired:** Reasonable knowledge of modern environmental health practices, techniques and programs; reasonable knowledge of county and state laws, ordinances, rules and regulations relating to environmental health; reasonable skills in applying the knowledge of environmental health principles to environmental health problems; reasonable skill in enforcing environmental health regulations in a firm but tactful manner; reasonable communication skills to allow effective communication with fellow employees and the public. Ability to present, explain and discuss the field of environmental health before small and large groups. Ability to gain compliance with environmental health laws, regulations and ordinances with a minimal amount of formal legal enforcement. Ability to work harmoniously with co-workers, other organizations and agencies, and the general public.

**Duties:** Inspects and evaluates premises having environmental health significance, such as food service establishments, public swimming pools, bathing beaches, on-site water and sewage disposal systems, sites of alleged public health problems, and any other facilities of environmental health significance. Enforces county and state laws, ordinances and regulations. Provides environmental health services such as subdivision review, water supply permit and sewage system review, foodborne or waterborne disease investigation, groundwater contamination and other detailed environmental health problems. Provides general consultation to architects, engineers, developers and builders in relation to sanitation requirements. Provides assistance and guidance to citizens and agencies with environmental health problems and explains environmental health problems to interested groups. Prepares detailed correspondence and reports. Completes special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## HEALTH DEPARTMENT

### **Clinical and Community Health Services Supervisor (\$48,184 - \$64,570)**

**Required:** A bachelor's degree in nursing and a minimum of two years of experience in the field of nursing or public health services, which includes one year of overseeing program implementation; **OR** associate's degree in nursing and a minimum of four years of experience in the field of nursing or public health services, which includes one year of overseeing program implementation. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** Possession of a current license to practice as a Registered Nurse in Michigan. Possession of a valid vehicle operator's license and a vehicle. May be required to work occasional evenings or weekends. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

**Desired:** Experience working within a local public health department. Familiarity and experience working with diverse populations in Berrien County. Strong interpersonal skills, communication skills, organizational skills, work ethic, and problem-solving skills. Expertise in community organization; working with public health programs and partners, particularly in Berrien County.

**Duties:** Establishes program priorities, procedures and practices for the assigned clinical and community health services. Plans and formulates operating procedures for assigned programs. Evaluates and supervises the clinical and community health services staff. Participates in personnel administration, to include screening applicants, interviews, training, evaluations, and disciplinary action if necessary. Assists in developing annual program plans, budgets and CCHS policies and procedures. Assists in monitoring staff and program compliance with applicable licensure, certification and accreditation standards. Represents Berrien County Health Department with the public, other agencies and the news media in the absence of the CCHS Manager. Cooperates with other BCHD administrative team members to assure that clinical and community health services are congruent with the department's plans and activities. Conducts staff meetings, works collaboratively with other CCHS members to maintain high quality of the CCHS programs under his/ her supervision. Prepares and maintains various records and reports; maintains up-to-date knowledge of developments in community health services and programs under his/her supervision. May provide direct client services on a regular or interim basis. 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

### **Family Programs Supervisor (\$48,184 - \$55,778)**

**Required:** Bachelor's degree in nursing and registration as a nurse in the State of Michigan. A minimum of two years of professional work experience with childbearing women and children, which includes increasing responsibility with program supervision and implementation. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** Possession of a valid vehicle operator's license and a vehicle. Ability to attend multiple training programs; strict adherence to program protocols and reporting requirements. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work a flexible schedule that may include some evenings and weekends.

**Desired:** Experience in nursing in a community health setting. Strong home visiting skills/experience. Experience with staff supervision and program coordination. Reasonable knowledge of the scope of state and local public health programs. Ability to establish interpersonal relationships with populations from diverse socioeconomic and cultural backgrounds. Ability to establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies, and the general public. Strong organizational and communication skills. Expertise in community organizing and collaborative work. Fluency in languages other than English, particularly Spanish. Understanding of structural influences on health, including the intersections of race and health, education and health, and income and health.

**Duties:** Oversees and guides program staff in their work with families in accordance with each programs standards and guidelines, including conducting staff meetings and assuring program fidelity. Oversees day-to-day operation of programs, including supervising staff members, evaluating their performance and implementing disciplinary action as appropriate. Responsible for internal and external referral processes and relationships; ensures referrals are received and connected with appropriate programs/program staff and that program caseloads are maintained. Leads and participates in community outreach and collaborative work to raise awareness and ensure programs are a part of the larger family and parenting services infrastructures county-wide. Manages program reporting and evaluation requirements, including case conferences, file audits and programmatic policies and procedures in accordance with program standards, guidelines and best practices. Covers after-hours calls from program clients and staff as needed. Assumes responsibility for ongoing learning of self and staff in relation to program(s) implementation and department-wide priorities. Supports annual budget process for programs, including budget needs and allowances. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support program sustainability. May be assigned coordination and oversight of other special programs within the department as 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

### **Breastfeeding Peer Counselor (\$13,730 - \$15,445)**

**Note:** This is a **grant-funded, part-time** position with pro rata benefits, working a maximum of 22.5 hours per week.

**Required:** High school diploma or GED; significant personal breastfeeding experience (does not have to be currently breastfeeding). International Board Certified Lactation Consultant (IBCLC) or Certified Lactation Counselor (CLC). Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **Note:** If not yet certified as an IBCLC or CLC, the employee will be titled Breastfeeding Peer Counselor and paid at one grade less on the salary schedule. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** The following need to be accomplished in the first year of employment: (1) completes Loving Support Peer Counseling training; (2) attends WIC Breastfeeding Basics two-day training; (3) attends the MSUE Peer counselor update trainings; (4) attends the annual WIC conference; (5) on-site visits by State WIC Lactation Consultants; (6) reads assigned books and materials about breastfeeding; (7) attends other breastfeeding related conferences/training as appropriate; (8) is a paid member of the local chapter of the LaLeche League.

**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 participant.

**Duties:** Builds and maintains a caseload of WIC women (pregnant and breastfeeding mothers). Makes routine periodic contacts with all assigned mothers. Gives 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 WIC pregnant and breastfeeding mothers by telephone, home visits, clinic visits, and/or hospital visits at scheduled intervals determined by the local WIC program. Establishes an effective working relationship with local hospitals and agencies as appropriate. Teaches breastfeeding classes and/or recruits mothers at WIC clinics. Follows up on all client referrals and keeps accurate records of services provided to WIC participants. Helps organize a local breastfeeding support group. Requests and receives technical assistance from a state assigned lactation consultant. Counsels and supports clients in their infant feeding plan by office appointment, home visit, breastfeeding clinic visit or telephone. Communicates needs and problems relating to breastfeeding to the WIC supervisor and state WIC lactation consultant. Communicates needs and concerns relating to caseload management or referrals to supervisor. Functions within a community team, including MSUE, Breastfeeding Initiative Peer Counselor, MIHP staff, hospital staff, lactation consultants, or LaLeche League leaders. Maintains strict client confidentiality and keeps accurate records. 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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## HEALTH DEPARTMENT

### **Nurse Family Partnership Nurse (\$42,876 - \$55,882)**

**Required:** Bachelor's Degree in Nursing; registration as a nurse in the State of Michigan; no experience required. Possession of a valid vehicle operator's license and a vehicle. Attend multiple training programs required by the Nurse Family Partnership Program. Strict adherence to the NFP program protocols and reporting requirements. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Attend multiple training programs required by the NFPP. **Note:** Applicants who do not possess a bachelor's degree in nursing but have a registration as a nurse (RN) in the State of Michigan and an accumulated total of two years of nursing experience may be considered for this position, although hire is dependent upon an approved variance granted from the NFP National Service Office. **A Berrien County application, resume and cover letter are required for this position.**

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

**Duties:** Assesses physical, emotional, social and environmental needs of women and their families as they relate to health and life course development, and assists in promoting their health and life course development. Provides counseling and instruction to assist women and their families in attaining targeted goals in areas including prenatal and postpartum care, nutrition, parenting, well child care, family planning, and special health problems. Develops a working relationship with women and their families that promote problem-solving competence. Promotes involvement of other family members in pregnancy, birth and early childcare. Links women and families with community resources which are relevant to their specific needs. Consults and collaborates with other professionals involved in providing services to women and families in their caseload. Records nursing activities according to program protocols. Assumes responsibility for ongoing learning in relation to program implementation. 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.

### **Public Health Nutritionist II (\$42,876 - \$55,882)**

**Required:** Bachelor's degree in nutrition or dietetics and certification as a registered dietitian; minimum nine months of experience working in the field of nutrition or dietetics. **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 (\$38,980 - \$50,801). **A Berrien County application, resume and cover letter are required for this position.**

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

**Desired:** Thorough knowledge of the principles of human nutrition. Considerable knowledge of dietary control of diseases; 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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## **JUVENILE CENTER**

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

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

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

**Duties:** Under supervision, performs moderately complex clerical duties and responsibilities requiring limited knowledge of department rules, regulations, policies and procedures. Specific duties and responsibilities may vary based on department assigned.

### **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.

### **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.

### **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.





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## **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 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.

### **Building Maintenance Worker (\$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.

**Required:** High school graduation or GED and one year of experience in building maintenance or grounds-keeping.

**Duties:** Performs a variety of building and grounds tasks for Berrien County facilities.

## **ANIMAL CONTROL**

### **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.

**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.

**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.

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

**Desired:** Ability to 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.



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

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

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

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

**Desired:** Ability to 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

### **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.