



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 21, 2019 – January 25, 2019

COUNTY CLERK

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

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

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

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

TRIAL COURT

Trial Court Clerk II – Self-Help Legal Resource Center (\$14.00/hr.)

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

Required: A high school diploma or GED; minimum one year of general clerical experience; minimum typing speed of **40 words per minute** net.

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Desired: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules.

Special Employment Conditions: Possession of a valid vehicle operator's license. Employees will be fingerprinted. Regular, reliable and predictable attendance is required. Ability to maintain confidentiality; effective working relationships with other employees and interact effectively with the general public.

Duties: The Temporary Clerk II LRC position is a part-time employee within the Self-Help Legal Resource Center, which assists patrons by explaining available resources which improve public access to the court. The position requires extensive knowledge of processes and procedures across all divisions of the trial court, with a strong emphasis on customer service.



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TRIAL COURT

Office Supervisor (\$36,925 - \$49,482)

Required: Associate's degree in business, office management, liberal arts, or criminal justice. A minimum of one (1) year of supervisory experience in an office environment. 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. Must successfully pass a basic language and math skills test prior to job offer.**

Desired: 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 Requirements: Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing and background check before employment. Employees will be fingerprinted. Appropriate speech, dress and a high level of personal and professional conduct for work in a court setting must be maintained in accordance with the standards established by the Judicial Council. Regular, reliable, and predictable attendance is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be assigned to work at any Berrien County Trial Court location during the course of employment. Submit to random drug and alcohol testing per the Court's policy.

Duties: Supervises the office/department's clerical staff; screens applicants, assists with interviews, makes recommendations for new hires; recommends and initiates disciplinary action as appropriate; and evaluates work performance of assigned staff. Trains staff in performance of job duties and when new or changes occur in laws, court rules, policies, procedures, and regulations. Prioritizes and assigns work to staff based on knowledge of departmental functions, deadlines, workload volume, and staff capabilities. Evaluates office procedures and recommends changes in procedures based on changes in laws and Trial Court and state reporting requirements or to increase the efficiency and effectiveness of operations; implements these laws or changes as directed. May serve as liaison between the department and other Trial Court or county offices/departments or outside agencies and organizations; provides information regarding departmental policies and procedures as directed. Handles more complicated contact with the general public, attorneys, police agencies, and other Trial Court or county offices/departments. Performs more complex duties and exercises independent judgment that require thorough knowledge of state laws, Michigan Court Rules, Trial Court policies and procedures, and department rules and regulations. Compiles information and statistics; prepares a variety of activity and statistical reports. Reviews and makes corrections as needed for reports and documents, including state mandated caseload and case flow guidelines reports. Assures that reports submitted to the State Court Administrative Office are accurate and timely. Receives and receipts payments of bonds, fines, costs, fees, and other moneys, including probation supervision fees and restitution payments. Acts as a cashier, balances funds, and performs various bookkeeping duties as assigned. Maintains personnel records such as overtime, vacation and sick leave; reviews and signs staff time sheets to assure accuracy. Responds to internal/external complaints; approving/monitoring work schedules, employee absences and ensures coverage. May be required to work flexible hours as directed. Acts in the capacity of subordinate personnel as needed or assigned due to work volume or staff absences. Supervises filing of records, records retention and destruction as mandated by the state and Trial Court. Operates computers that use a variety of software programs including spreadsheets. Performs additional duties specific to department assigned which may include changes in departmental work and workflow to maintain maximum efficiency, schedule meetings or hearings, type legal documents, design and create templates, forms, reports, etc. Cross-trained with other similar positions within the Trial Court. Completes special projects and assignments as requested. May be assigned to assist in the supervision of volunteers and interns assigned to the Court.



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TRIAL COURT

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

Required: Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or 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.

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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.

BERRIEN COUNTY ROAD DEPARTMENT

Medium Equipment Operator (\$20.55/hr.)

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

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

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



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HEALTH DEPARTMENT

Nurse Family Partnership Coordinator (\$49,147 - \$65,861)

Required: Bachelor's degree in Nursing and Registration as a Nurse in the State of Michigan. Minimum of two years professional work experience with childbearing women and children, which includes increasing responsibility with program supervision and implementation.

Special Requirements: Possession of a valid vehicle operator's license and a vehicle is required. Ability to attend multiple training programs as required by programs and services under supervision. Strict adherence to Program(s) 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. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Duties: Oversees and guides day-to-day operation of NFP including supervising staff members, their work with families in accordance with NFP model fidelity and funder standards and guidelines. Provides home visits to women and their families, in alignment with the NFP model of home visiting; carries a small caseload of clients at any given time. Responsible for referral processes and relationships; ensures referrals are received and connected with appropriate programs/program staff and that programs caseloads are maintained. Leads and participates in community outreach and collaborative work to raise awareness and ensure NFP program is a part of the larger family and parenting services infrastructures county-wide. Completes program reporting and evaluation requirements including, reflective supervision, case conferences, and file audits as well as maintenance of programmatic policies and procedures in accordance with program standards, guidelines and best practices. 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 and functions under their oversight. Ensures work plans align with budget needs and allowances. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support programs' sustainability. May be assigned coordination and oversight of other special programs within the department as needed. Complete other duties as assigned.



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HEALTH DEPARTMENT

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

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

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

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

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

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

Clinical Services Client Associate – Niles Office (\$24,627 - \$27,702)

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

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

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

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



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HEALTH DEPARTMENT

Breastfeeding Peer Counselor (\$13,970 - \$15,715)

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.



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HEALTH DEPARTMENT

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

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

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

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

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

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

JUVENILE CENTER

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

Juvenile Center Supervisor (\$44,679 - \$59,874)

Required: A bachelor's degree in a human service field. A minimum three (3) years of professional experience in a juvenile facility, child caring institution, child placing agency, criminal justice agency, social service agency, school or mental health facility; **OR** a master's degree in a human service field and one year of professional experience in a juvenile facility, child caring institution, child placing agency, criminal justice agency, social service agency, school or mental health facility.

Desired: Coursework in criminal justice, corrections or administration; supervisory experience in the field of juvenile or adult corrections; knowledge of accreditation standards and administrative rules relating to juvenile detention and residential treatment facilities; knowledge of computer applications in the justice system.

Note: Employee will be fingerprinted, subjected to criminal record, character, reputation, mental health, and moral character screening. Employees in this classification must demonstrate a high level of fitness and may be required to physically manage or restrain violent or aggressive juveniles as necessary.

Duties: Supervises the work of Juvenile Center Assistant Supervisors, Youth, Specialists, Temporary employees, or unpaid personnel on assigned shifts; participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Works closely with the supervisory team, all paid and unpaid personnel, to ensure program effectiveness, staff accountability, professional and personnel performance, problem-solving matters and other issues impacting the Juvenile Center. Participates in the development and enforcement of all Juvenile Center policies and procedures, rules, regulations, goals and objectives. Participates in management of the center budget. Participates in the interview and selection process for vacant positions. Manages and evaluates the daily program activities for residents. Provides assistance and support for center teachers. Manages Juvenile Center Services in the absence of the Center Director and Clinical and Treatment Services Manager. Works flexible hours. Completes special projects and assignments as required. This is not a complete list of all tasks that may be assigned to this position.

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

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

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

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

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.

Mailroom Clerk (\$27,089 - \$35,305)

Required: High school diploma or equivalent and one year of previous shipping and receiving experience, including knowledge of Postal Service procedures. Must be able to repeatedly lift at least 70 pounds and must possess a valid vehicle operator's license.

Desired: Works well with others, pleasant personality. Must be self-motivated and work within prescribed deadlines in a fast paced environment. Familiarity with basic computer software packages.

Duties: Picks-up, sorts and distributes all incoming and out-going County mail. Prepares out-going mail in accordance with U.S. Postal Service Regulations and standards using metering and related postal equipment. Logs in and tracks all incoming overnight express and registered mail. Delivers same. Delivers and picks up mail, packages and other items related to County operations from outlying sites throughout the County. Receives and distributes supplies. Provides department with information of postal rates, mail processing and ways to expedite postal services. Accounts for postage usage and tracks same for the various County departments. Completes special projects and assignments as requested. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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ANIMAL CONTROL

Kennel Worker (\$9.45/hr.)

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

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

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

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

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.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer ~ January 21, 2019 – January 25, 2019

SHERIFF'S DEPARTMENT

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

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

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

Special Employment Conditions: 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.

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.



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SHERIFF'S DEPARTMENT

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

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

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

Duties: Under supervision of the Sheriff or his designee and under the general supervision of the Chief Judge or Court Administrator, provides a safe environment for the Judges, Court personnel, attorneys, and general public. Duties include the screening of all people entering the St. Joseph Courthouse, Niles Courthouse, and the Berrien County Juvenile Center. The screening process will consist of the use of metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items. 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.

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.

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.

Custodial Worker (\$15.00/hr.)

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

Required: A high school diploma or equivalent.

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



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SHERIFF'S DEPARTMENT – MARINE DIVISION

Marine Deputy (\$11.00/hr.)

The Berrien County Sheriff's Department is now accepting applications for Marine Deputies for the 2019 boating season. **Application deadline is February 15, 2019. Applications must be received in the Berrien County Personnel Office by 5:00 p.m. on the deadline date.**

Note: This is a **temporary/seasonal** position working a maximum of 1,000 hours per calendar year. There are no benefits. New Deputies will begin training on the weekends in April. Patrols will begin with the Memorial Day holiday and end with the Labor Day holiday.

Required: Must be 18 years of age and out of high school at least one year prior to the start of the boating season. Must be able to pass a complete background check, swim test, provide diploma or GED, and work well with others. Prior boating knowledge, mechanical aptitude, computer skills, along with written and verbal communication skills. Hours are based on a 40-hour workweek and is weather dependent. Deputies will be required to work weekends with holidays mandatory

Duties: Under the supervision of the Marine Lieutenant and/or Marine Sergeant, responsibilities include enforcement of the Marine Safety Act on Lake Michigan as well as the many inland lakes and rivers within Berrien County. Deputies will be responsible for proper maintenance on boats, engines, trailers and vehicles, and caring for all County issued gear and equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities. 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 DEFENDER OFFICE

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

Required: Graduation from an accredited law school; must be a member of the Michigan State Bar in good standing. At least five years of criminal defense experience or comparable civil legal services is desired. Ability to operate technology to search, update, correct, and retrieve information. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds. Ability to operate typical office equipment. Must successfully pass a pre-employment physical and drug screen. Must maintain regular, reliable and predictable attendance; possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities. Utilize services of interpreters when necessary; maintain confidentiality with highly sensitive information. Exercise common sense and good judgment; function efficiently under stressful and distracting conditions. APDs may participate only in Berrien County Public Defender Office (BCPD) assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis. **Note:** Applicants that do not meet the minimum requirements for APD III but have at least two years of criminal defense experience may qualify for APD II (\$59,466-\$79,690); applicants with no prior experience may qualify for APD I (\$54,061-\$72,447).

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



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PROSECUTOR'S OFFICE

Assistant Prosecuting Attorney I (\$54,061 - \$72,447)

Required: Graduation from law school. No prior experience is required.

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

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

Assistant Prosecuting Attorney II (\$59,466 - \$79,690)

Required: Graduation from law school and a minimum of two years paid, full time 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 (\$54,061 - \$72,447). 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's Prosecuting Attorney, prosecutes complaints for and on behalf of the County and other official agencies. Receives and reviews police reports and arrest warrants from the Michigan State Police, County Sheriff's Departments and municipal police departments; 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's case at trial. Prepares legal briefs for submission to Circuit and District Courts, Court of Appeals and Supreme Court. Represents the People of the State of Michigan in jury and non-jury felony and misdemeanor cases in the Circuit Court, Probate Court and District Court, 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 by recommending strategies and techniques. Prepares Probate Court petitions for the commitment of mentally ill individuals and represents the People of the State of Michigan at all related hearings. Prepares and reviews search warrants for law enforcement agencies for presentation to the District Court. Prepares and reviews Probate Court petitions for abuse and neglect cases and represents Department of Social Services in Probate Court matters. Processes extradition cases. Reviews and handles all juvenile matters including delinquencies, trancies and status offences. Represents the People of the State of Michigan and Department of Social Services in all paternity proceedings and child support collection matters; supervises interviews of mothers and fathers. Provides after hours, weekend and holiday assistance to police agencies regarding the review and authorization of felony arrests, legal questions, search warrants and exigent matters. Prepares and files petitions and represents the People of the State of Michigan in a variety of civil proceedings. Exercises a considerable degree of independent judgment throughout each state of the criminal justice process. Completes special projects and assignments as requested by the Prosecuting Attorney. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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INFORMATION SYSTEMS

Information Systems Director (\$91,209)

Required: Master's Degree; and minimum of five years of experience in computer systems analysis, computer systems design, or systems programming in a wide variety of applications, including three years of systems analysis experience with emphasis in Microsoft networks. Three years of experience in technical management; and one year of experience in public administration **OR** Bachelor's Degree in Computer Science or related field; and minimum of eight years of experience in computer systems analysis, computer systems design, or systems programming in a wide variety of applications, including three years of systems analysis experience with emphasis in Microsoft networks. Three years of experience in technical management; and one year of experience in public administration.

Other Requirements: Applicants must have a valid vehicle operator's license, no felony convictions, ability to lift 50 pounds at least three feet off the ground, ability to attend lengthy meetings, conferences and seminars and advanced knowledge of Microsoft Office products. A standardized test will be administered and an 80% score required for each commonly used Microsoft product. An offer of employment shall be conditioned upon the successful completion of a medical examination. Prior to employment commencing, must pass drug and alcohol tests and criminal and civil record checks. Must be fingerprinted. Medical examinations that are job related and consistent with business necessity along with random and for cause drug and alcohol tests may be required during the course of employment in accordance with the county policy. A minimum typing speed of **50 words per minute** net is required.

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

Desired: Advanced knowledge of various file formats and multi-platform data integration; ability to effectively present information to department heads, elected officials, and/or the Board of Commissioners. Thorough knowledge of information systems analysis, design, and implementation. Thorough knowledge of computer hardware and software. Considerable knowledge of: accounting, budgeting, and planning. Knowledge of County governmental operations. Ability to: supervise professional, technical and clerical employees; prepare budgets, maintains effective working relationships with employees, County officials and outside governmental units.

Duties: Under the general direction of the Berrien County Administrator, is responsible for the development, purchase, implementation, maintenance and operation of all County technology systems to meet the automation needs and goals of Berrien County. Such technology systems include, but are not limited to: computers, copiers, printers, software, telephones/cellular phones, radios (to include VHF and 800 MHz), cameras (stationary, body, vehicular), network devices, and GPS. Develops and maintains the Information Systems Strategic Plan that supports the County's Strategic Plan. Coordinates research and development of projects as documented in the Information Systems Strategic Plan and monitors the progress of that plan. Ensures that all technology related purchases support the County's Strategic Plan. Oversees the following areas (not a complete list): County's Local Area Network, County's Wide Area Network, all County owned computers, all County owned technology devices, security for LAN, WAN and all County technology devices. Backup and Disaster Recovery Plan and all data and voice lines. Host the LGNET (Local Government Network) connection for all of Berrien County. Local Police Departments connect through Berrien County to LEIN in Lansing, Hosting of a multi-county Jury server. Hosting of a Law Enforcement Records service for other agencies. Support and maintenance of VPN connections with multiple agencies for access to LEIN, Records, and/or Equalization and Tax Records. Maintains working relationships with ALL County departments. Reviews and approves all County software purchases and maintenance contracts to insure compatibility, effectiveness and to reduce unnecessary redundancy. Maintains contacts with other governmental units (State, Cities, Townships and Villages). Maintains relationships with hardware and software vendors. Responsible for the overall department organization. Monitors department's complement of positions including keeping job descriptions up to date; interviews, hires, disciplines, evaluates performance, and creates performance improvement plans as necessary. Prepares and administers the department's annual budget. Assists in the preparation and administration of the County annual Capital Project list and budget. Appears before County Commissioners to discuss department needs and to support technology requests. Responsible for meeting overall Customer satisfaction measurements including service level agreements. Serve as the County's LASO



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(Local Agency Security Officer) and responsible for County adherence to LEIN requirements to include reporting any LIEN violations to Michigan State Police LEIN. Completes special projects and assignments as directed by the Berrien County Administrator. This is a salaried position which requires working whatever hours are necessary to complete the essential functions of the job. Berrien County Information Systems is a 24 hour, seven day a week operation with responsibilities in all areas of the County. Work may be required on holidays. The Information Systems Director must have the ability and willingness to be available at any time as required by the situation. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities by a person so classified.