



# 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 ~ July 16 – 20, 2018

## INFORMATION SYSTEMS

### **Administrative Support Specialist (\$32,212 - \$41,985)**

**Required:** Associate's degree in a business related field and three years of fulltime clerical experience in a business environment, which includes one year of Microsoft Office applications experience; **OR** high school diploma or GED and five years of fulltime experience in a business environment, which includes two years of Microsoft Office applications experience. A valid driver's license and vehicle; regular, reliable and predictable attendance; ability to lift 30 pounds at least three feet off the ground; knowledgeable in standard office software applications (email, word processing, spreadsheets, etc.); data entry, keyboarding, typing, and telephone skills. Ability to type 40 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.

**Desired:** Good communication and customer service skills.

**Duties:** Handles all clerical functions for the Information Systems department. Performs county security requests according to Information Systems policies and procedures. Maintains department calendars; obtains and reports countywide copier counts. May serve as liaison between department and other county departments, outside agencies and organizations. May handle more complicated contact with customers and the general public. Compiles information and statistics and prepares a variety of activity and statistical reports. Prepares and maintains bookkeeping records, journals, change orders, requisitions, expense accounts, etc. Track invoices for payment according to county policies and procedures. Yearend cleanup and closeout of all department purchase orders and accounts. Responsible for personnel records, reviews staff time sheets for accuracy and enters reported time for payroll. Receives incoming shipments/packages for the department; assists with asset tagging. Responsible for office supplies inventory for the department and toner supplies inventory for the county. Tracks contracts expirations; assists with wireless/cell phone contract renewals; assists with preparing items for disposal or auction. Acts as secretary to the Director. Assists with activities of Switchboard Operators and performs duties of Switchboard Operator. Analyzes telephone bills and assigns costs to the various departments. Reports repairs required on county wireless technology and telecommunication lines to the appropriate repair service; follows through to ensure repairs are completed as specified in contracts. Acquires new equipment and coordinates the installation of wireless technology and telecommunication lines; configures wireless technology for use. Completes special projects and assignments as directed by the Application Support Manager and/or Information Systems Director. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## PROSECUTOR'S OFFICE

### **Assistant Prosecuting Attorney I (\$53,001 - \$71,027)**

**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. Conducts legal research and prepares legal briefs; represents the People of the State of Michigan in jury and nonjury 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. 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

### **Legal Assistant (\$48,184 - \$64,570)**

**Required:** Bachelor's degree in criminal justice or paralegal studies; **OR** associate's degree in paralegal studies or lawyers' assistant program accredited with the ABA, plus two years of experience working in a legal or law enforcement environment. Experience working in the criminal justice system or law office is preferred. A minimum score of 65% in computer proficiency tests for Microsoft Office suite is required.

**Desired:** Sufficient knowledge through formal education, training and experience in criminal and civil law to qualify to do work of a legal nature under the supervision of an attorney. Knowledge of operating procedures of county court and LEIN systems. Proficient use of computers and programs, including Microsoft Office suite. Excellent communication, organizational and writing skills to work in a fast-paced environment.

**Special Employment Conditions:** Must submit to fingerprints and criminal record check, character, reputation, mental health, and moral character screening and clearance. Must possess a valid driver's license and pass a pre-employment physical and drug test. Required to submit to random alcohol and drug screening tests during the course of employment. Regular, reliable and predictable attendance. Handle both internal and external highly confidential documents and information.

**Duties:** Coordinates/communicates with law enforcement throughout the extradition process and prepares related paperwork. Coordinates/communicates with out-of-state correctional facilities preparing Interstate Agreement on Detainers and prepares related paperwork in a time-sensitive manner. Provides recommendations on extradition pickup range and warrant entry to local police agencies. Maintains annual statistics regarding extradition. Arranges obtaining and returning defendants and witnesses on writs of habeas corpus and executive agreements. Acts as the Terminal Agency Coordinator on LEIN for the prosecutor's office. Maintains LEIN certification and responsible for audit checks and accountability of LEIN operations with the State of Michigan. Supports the prosecutor staff and court officers by running LEIN, NCIC, criminal histories, and driving records. Manages all FOIA requests submitted through the prosecutor's office. Manages and maintains forfeited and pending civil drug forfeiture cases, including database, communication with police departments, calendar of important deadlines, billing log. 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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## PUBLIC DEFENDER'S OFFICE

### **Chief Public Defender (\$89,420 - \$119,832)**

**Required:** Juris Doctor degree with a Certificate of Admittance to the State Bar of Michigan as evidence of continued good professional standing and authority to practice law throughout the state. Bachelor's degree in business management or a related field preferred. A minimum of ten years of experience in the practice of criminal defense or equivalent, including a minimum of five years of progressively more responsible experience in the administration of legal services. **Applications must be received by the Personnel Office no later than 5:00 p.m. July 18, 2018.**

**Special Requirements:** A valid vehicle operator's license; regular, reliable and predictable attendance; comfortable with the daily use of technology in the legal profession; able to perform without additional clerical support, if necessary. A criminal and/or a financial background check may be required. Must maintain State Bar of Michigan Certificate of Admittance throughout employment with Berrien County at the county's expense. May not practice law in the State of Michigan for any other client except the Berrien County Board of Commissioners; serve as an advisor or consultant on legal matters to any other entity, public or private, or be a party to any indigent defense contract.

**Duties:** Develop and implement policies and procedures to ensure that the activities of all three facets of ID are in compliance with the constitutional and statutory requirements regarding the defense of indigent clients. Develop necessary policies and procedures to attain and maintain standards of indigent defense as they are proposed by the Michigan Indigent Defense Commission (MIDC) and approved by the Michigan Supreme Court. Utilize county resources efficiently and effectively to provide a high level of indigent defense services. Ensure legal representation of each client continues in other courts, legal proceedings arising from the same case, and programs as requested by the court, and that each individual attorney, once assigned, continues to represent each client through the completion of the proceedings in the court unless a reassignment is necessary. Verify that each contracted attorney maintains adequate professional liability insurance and that the county and the court are held harmless from liability arising from their representation of a client. Attend court proceedings to monitor attorneys' court performance and their participation in continuing legal education (CLE) events. Monitor performance of all adult and juvenile indigent defense contracts, whether these contracts are entered into with firms or individual ID attorneys. Supervise and direct the activities of all Public Defender Office staff. Advise the county administrator of violations of contract provisions and makes recommendations on how to remedy compliance issues. Advise the county administrator of recurring requests for waivers from contract requirements. Develop and implement internal caseload management reporting to certify Supreme Court/SCAO standards are met. Manage department budget. Provide updates to the Board of Commissioners and Parent Committee as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## COUNTY CLERK

### **Deputy Circuit Court Clerk I – Family File Room (\$24,203 - \$31,545)**

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

**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. Processes charges and payments of fees; posts payments manually and by computer; balances receipts. Prepares and processes various records and documents according to their purpose by following standard procedures while maintaining privacy rights; ensures appropriate documentation is prepared, signed and distributed. Indexes and maintains departmental files; opens files and assigns file numbers according to departmental procedures. 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. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## COUNTY CLERK

### **Deputy Court Clerk - 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.

## HEALTH DEPARTMENT

### **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 resume and cover letter must be submitted for the application to be considered complete.

**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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## 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 resume and cover letter must be submitted for the application to be considered complete.

**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

### **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 resume and cover letter must be submitted for the application to be considered complete.

**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.

### **Administrative Assistant (\$21,298)**

**Note:** This is a part-time position with pro-rata benefits, working a maximum of 30 hours per week.

**Required:** Associate's degree in secretarial science or related field and one year of clerical/secretarial work experience; **OR** high school diploma or equivalent and two years of progressively more responsible clerical/secretarial work experience, preferably in department assigned. A minimum typing speed of 55 WPM net.

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

**Desired:** Good computer skills and experience with MS Office suite. Excellent attention to detail in all tasks; excellent organizational skills; ability to communicate and work effectively with coworkers and the general public, excellent listening and writing skills.

**Duties:** Maintains service area/division files and records. Performs complex clerical duties; assists with the development of policies and procedures. Oversees the maintenance of appointment log/calendar using electronic scheduling software and web-based systems. Acts in the capacity of other office personnel as needed. Enters and compiles data for program area databases. Prepares a variety of records and reports. Types and proofreads letters, memos, charts, forms, and reports from rough draft. Contact with the public--provides appropriate assistance and information. Assists in preparing, logging and inventory of purchase requisitions/orders. 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 two years of experience in the field of nursing or public health services, which includes one year of overseeing program implementation. A resume and cover letter must be submitted for the application to be considered complete.

**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. Minimum score of 65% on computer proficiency test in areas of Microsoft Word, Excel and Outlook.

**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

### **WIC Supervisor (\$48,184 - \$64,570)**

**Required:** Bachelor's degree in nutrition/dietetics or nursing and one to three years of related experience in the WIC program. A resume and cover letter must be submitted for the application to be considered complete.

**Desired:** Computer experience/expertise in word processing, presentation, database, and publishing programs. Strong interpersonal skills with ability to engage stakeholders; relates well to people from varied backgrounds; sensitive to individual differences. Strong communication skills with ability to express information about the WIC program to individuals or groups effectively and make clear and concise presentations. Listen effectively to others and attend to nonverbal cues. Strong organization skills: ability to organize work, set priorities, determine resource requirements, goals and strategies, coordinate with other project team members, and monitor the progress of the project. A strong work ethic: adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deal with ambiguity; display a high level of initiative, effort and commitment towards completing assignments in a timely manner; work with minimal supervision. Experience working with programs serving children and families.

**Duties:** Serve as the day-to-day contact for the WIC program, including supervision of WIC staff and breastfeeding peer counseling program. May oversee additional public health programs as needed. Schedule staff in WIC clinics at all BCHD offices to assure appropriate coverage; deliver a quality WIC program to a multicultural and diverse population. Work closely with the local Federal Qualified Health Center (FQHC), currently InterCare, and local birthing hospitals to assure that all WIC-eligible women, infants and children have access to WIC services. Work closely with the Michigan Department of Health and Human Services to plan, coordinate and monitor the implementation of the WIC program, serving as the MI-WIC Coordinator. Support and conduct community outreach to raise awareness about the WIC program to healthcare and other infant and child-focused service providers and to WIC eligible women, parents and guardians of WIC eligible children. Provide all required reports to the Michigan Department of Health and Human Services; assures WIC staff receive initial and ongoing training and maintain a training record for each staff. Serve as the lab coordinator and report to the Lab Manager and Lab Director. Provide staff evaluations; responsible for working with clients or providers regarding WIC service quality complaints. 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 (\$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.

**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

### **Family Programs Supervisor (\$48,184 - \$64,570)**

**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 resume and cover letter must be submitted for the application to be considered complete.

**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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## TRIAL COURT

### **Attorney Magistrate (\$64,131 - \$85,943)**

**Required:** Graduation from ABA accredited law school; admission to practice law in the State of Michigan and in good standing with the State Bar. A minimum of three years paid, fulltime trial court experience in the practice of law or one year prior experience as an Attorney Magistrate or Attorney Referee in the circuit, district or probate court and juvenile court. A legal writing sample must accompany your application. **Note:** Applicants for Attorney Magistrate may apply at a trainee level with less than the minimum experience. The successful trainee applicant will move, upon approval of the chief judge, from trainee salary level to full Attorney Magistrate salary level upon successful completion of the required one year minimum experience.

**Special Requirements:** Successful completion of the Michigan Judicial Institute Magistrate Training Program within one year of employment. Establish and maintain voter registration in Berrien County. Possession of a valid motor vehicle operator's license. Must pass a pre-employment physical, including drug testing and criminal background check. Submit to random drug and alcohol testing per court policy. Regular, reliable and predictable attendance.

**Desired:** Knowledge of the criminal justice system, courtroom operations and procedures, including ability to conduct specific hearings; familiarity with agencies within Berrien County that service court clients. Considerable knowledge of criminal law, statutes, court rules, case law, local ordinances, and the state motor vehicle code. Ability to maintain records and reports, communicate clearly, conduct legal research, prepare succinct opinions for the judges.

**Duties:** Under the direction of the court administrator or designee, exercises all jurisdiction, power and authority provided or allowed by law for a District Court Attorney Magistrate, including the jurisdiction, power and authority provided in Chapter 85 of the Michigan Judicature Act (MCL 600.8501 et seq.) and enters all orders and writs incidental to execution of the jurisdiction, power and authority granted, subject only to those limitations and restrictions imposed by the chief judge of the trial court by written order. Performs all related clerical, computer, recordkeeping and related functions. Advises and assists judges, attorney magistrates, probation officers, and clerical employees. Conducts hearings related to civil infractions, misdemeanors and small claims; swears in and examines witnesses. Accepts pleas of guilty and sentences defendants. Exercises a high degree of independent judgment throughout each step of the court's legal process. Stays current on legislation and laws affecting the court and law enforcement. Conducts complex legal research and prepares memoranda for judges. Maintains a close relationship with all court divisions, judges, probation officers, local police agencies, social service agencies, schools, and others in the community. Provides afterhours, weekend and holiday search warrant/arrest duty coverage assistance to police agencies, the court, Juvenile Center, and the Prosecuting Attorney's office. 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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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
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Equal Opportunity Employer ~ July 16 – 20, 2018

## TRIAL COURT

### **Temporary Deputy Register (\$14.49/hr.)**

**Required:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of 40 words per minute net. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

## JUVENILE CENTER – 24-hour facility

### **Temporary Youth Specialist (\$14.35/hr.)**

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

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

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

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

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

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

**Duties:** Under the direction of an assigned Juvenile Center supervisor, the Youth Specialist provides direct services that emphasize safety, security and quality programs for juveniles in a community-based treatment environment and/or detention services placement. The Youth Specialist provides active leadership, coaching, crisis intervention, positive role modeling, and activities planning for assigned juveniles. The Youth Specialist intensely monitors the juveniles and facility to maintain optimal security. The Youth Specialist closely observes juvenile behavior, providing positive reinforcement, corrective discipline or verbal/physical restraint when appropriate. The Youth Specialist is expected to prepare all required written reports, files, logs, etc., in a professional and timely manner. The Youth Specialist provides the overall care and welfare of juveniles at the facility, including basic health and hygiene, food service, laundry, housekeeping, etc. The Youth Specialist works a schedule that may include weekends, holidays, evenings, or overnight hours. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## JUVENILE CENTER – 24-hour facility

### **Cook (\$9.50/hr.)**

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

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

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

## BUILDINGS & GROUNDS

### **Custodian (\$10.86/hr.)**

**Note:** This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. This position works evenings, and hours will be assigned by the evening supervisor.

**Required:** High school graduation or GED and one year of experience in custodial services. Must have a valid driver's license.

**Duties:** Perform a variety of custodial related tasks for all Berrien County facilities. Duties include floor care, sweeping, mopping, waxing and buffing. Other duties as assigned. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

Completes special projects and assignments as required by the Building and Grounds supervisory staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

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

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

**Duties:** Under the supervision of the Building and Grounds Team Leader, performs a variety of seasonal grounds/landscaping duties at all county facilities in order to enhance the appearance and safety of all county buildings by cutting grass, weed whipping/removal, edging, blowing, trimming shrubs and trees, fertilizing, raking leaves, and picking up debris. Maintains parking lots and sidewalks--sweeps, shovels snow and salts walkways. Operates a variety of equipment and tools, such as lawn mowers, tractors, trucks, plows and related equipment in performance of job duties. Responsible for the operating condition of said equipment. Assists with performing building maintenance duties and tasks assigned; may deliver mail; open and closes county buildings as directed. Completes special projects and assignments as required by the Building and Grounds supervisory staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## **BUILDINGS & GROUNDS**

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

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

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

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

## **PARKS DEPARTMENT**

### **Park Ranger (\$8.90/hr.)**

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

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

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

### **Park Maintenance Worker (\$9.69/hr.)**

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

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

**Desired:** High school graduate or GED is desired.

**Duties:** Maintains buildings and grounds at various county park locations. Operates and maintains related machinery and equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Lifeguard (\$10.40/hr.)**

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

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

**Desired:** Prior lifeguarding experience is desired.

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



# BERRIEN COUNTY PUBLIC POSTING

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## ROAD DEPARTMENT

### **Senior Road Accountant (\$58,330 - \$65,650)**

**Required:** Bachelor's degree in accounting, business administration or related field and minimum two years of experience within a public, nonprofit or related agency; **OR** associate's degree in accounting, business administration or related field and minimum four years of experience within a public, nonprofit or related agency.

**Desired:** Working knowledge of governmental accounting principles and practices, including those promulgated by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), and an ability to apply them. Working knowledge of, and the ability to apply the State of Michigan "Uniform Accounting Procedures Manual for County Road Commission," or the ability to develop a working knowledge and ability to apply. Advanced knowledge of Microsoft Office programs, including Word, Excel and Outlook. Ability to communicate effectively, verbally and in writing, interacting with employees, customers and the public. Ability to problem solve, research and resolve issues and analyze data. Ability to organize work and prioritize; ability to work independently and collaboratively; ability to work in a fast-paces and high volume environment.

**Duties:** Prepare bank account reconciliations; investigate and resolve discrepancies. Assist the Business and Finance Manager with the administration of procurement process and preparation of the annual budget. Responsible for contract administration, including drafting contracts. Responsible for periodic review of job costing records for accuracy. Participates in the development of cash-flow projections. Assist with the annual external financial statement audit; assist auditors as needed. Prepare and/or assist with various financial reports, including the State of Michigan Public Act 51 report. Provide administrative support to Road Department management; manage schedules, calendars and travel arrangements. Performs other duties as assigned by the Business and Finance Manager. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

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

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

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

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



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## ROAD DEPARTMENT

### **Mechanic (\$45,198 - \$45,906)**

**Required:** High school diploma or equivalent and two years of experience as a diesel mechanic.

**Special Requirements:** Regular, reliable and predictable attendance. Must have current driver's license with no restrictions for nighttime driving. Must possess and maintain a valid Class A Michigan Commercial Driver's License (CDL) and appropriate medical card at all times. Must have an (N) tank endorsement or (X) endorsement. Able to lift and carry weights up to 80 pounds manually and alone. Available to work shifts exceeding eight hours as assigned. Subject to call-in during off hours as dictated by weather conditions. Ability to maintain and record electronic daily work records. Ability to maintain and record electronic repair orders by specific pieces of equipment.

**Duties:** Safely and proficiently operate Road Commission motor vehicles, including commercial motor vehicles and the various attachments affixed thereto, 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. Repairs diesel engines. Safely operate specialized equipment, including front end loaders, backhoe and tractor mowers, brush chipper, roller, bucket truck, distributor, patch truck, etc. Troubleshoot, locate and repair problems in hydraulic systems; analyze and correct electrical issues in heavy-duty equipment; inspects and performs minor maintenance on vehicles and equipment, including servicing equipment and changing tires, oil and other lubricants. Uses electronic diagnostic programs to find engine problems and to monitor maintenance schedule of the 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.

### **Medium Equipment Operator (\$42,619)**

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

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

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



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## ANIMAL CONTROL

### **Kennel Supervisor (\$32,910 - \$44,102)**

**Required:** High school diploma or GED, certification as a veterinary assistant and five years of experience in an animal shelter setting or veterinary office.

**Special Requirements:** Completion of eight hours of instruction from a veterinarian in the use of sodium pentobarbital with certification by the veterinarian within 90 days of employment as demonstrating competency to give intercardial, intraperitoneal and intravenous injections and to make a positive determination of death. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance. Minimum computer proficiency score of 75% on Microsoft Office (Excel, Word, PowerPoint). Must submit to an extensive background check--criminal history, driving record and credit history. Ability to communicate effectively with people of all social/economic backgrounds and cultures and emotional pet owners. Must be able to work in an environment with pet related noises and where euthanasia of animals occurs. A vast knowledge of domestic and wildlife animals is essential.

**Duties:** Updates adoptable and isolation list for sheltered animals by 9:00 daily. Cleans and disinfects cages, kennel areas, animal dishes and litter pans with proper use of chemicals, pressure washer and hand scrubbing. Supervises shelter workers in the performance of their duties. Teaches and trains staff in proper animal handling protocols. Receives animals into the shelter. Ensures animals are housed according to size, sex, compatibility, temperament, and condition. Observes and inspects all incoming and housed animals for disease and/or injury and provides for proper housing, first-aid treatment, basic grooming as needed for the health of animals, or obtaining veterinary care. Ensures all animals have been vaccinated according to needs. Scans all incoming dogs and cats for microchips. Feeds and waters animals providing proper nutrition according to age, size and condition. Assists veterinarian when necessary. Empties freezer weekly for proper disposal of contents. Qualifies housed animals for adoption according to general health and behavior. Interviews and qualifies adopters utilizing departmental guidelines for adoption. Educates adopters on proper pet care. Explains programs to assist adopters, such as spay/neuter rebates, etc. Inventories kennel supplies to maintain adequate supply. Monitors equipment, reporting need for maintenance or repair to the Animal Control Manager. Provides back up and fills in for the shelter manager and clerk positions as necessary. Actively promotes adoption days; promotes adoptable animals through Facebook and other advertising outlets. Develops educational literature and programming to enhance animal adoption rates, spay/neuter rates, rabies shot clinics, and other services of the Animal Control Department. Assists with fund raising opportunities. Performs other duties as assigned by the Animal Control Manager or designee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

### **Kennel Worker (\$9.25/hr.)**

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

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

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

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





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## PUBLIC SAFETY COMMUNICATIONS CENTER

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

**Required:** A high school diploma or GED. No felony convictions. A minimum typing speed of 35 WPM net is required. Must be able to master telephone system, TDD, department computer applications, and Public Safety radio operation related to position. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

**Desired:** General knowledge of the streets and principle locations in Berrien County and a background in Law Enforcement, Fire Science or Emergency Medical Response. Ability to act quickly, accurately, perform more than one function at a time, work effectively with other staff and the general public under all conditions.

**Duties:** Under the general supervision of the Communications Center Supervisor, Shift Leader or other management staff, processes emergency and non-emergency calls for service, administrative calls, computer messages, and Telecommunications Device for the Deaf (TDD) calls. Performs general and clerical support duties as required. The duties stated are intended to describe the general nature and level of working being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

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

## SHERIFF'S DEPARTMENT

### **Records Clerk III (\$10.00/hr.)**

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

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

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

### **Court Entrance Security Officer (\$17.00/hr.)**

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

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

**Duties:** Under supervision of the Sheriff or his designee and under the general supervision of the Chief Judge or Court Administrator, provides a safe environment for the Judges, Court personnel, attorneys, and general public. Duties include the screening of all people entering the St. Joseph Courthouse, Niles Courthouse, and the Berrien County Juvenile Center. The screening process will consist of the use of metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## SHERIFF'S DEPARTMENT

### Deputy – Enforcement Division (\$45,407)

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

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](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.

### 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.



# 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 ~ July 16 – 20, 2018

## 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.