



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 ~ August 3, 2020 – August 7, 2020

ANIMAL CONTROL

Animal Shelter Clinical Assistant (\$11.00/hr. - \$13.00/hr.)

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

Required: Associates Degree in Animal Science or related field; and two (2) years of experience in an animal shelter setting or veterinary office **OR** High School Diploma or GED; and four (4) years of experience in an animal shelter setting and/or veterinary office.

Special Requirements: Completion of (8) 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 appositive determination of death. Possession of a valid vehicle operator's license and a vehicle is required. Regular, reliable and predictable attendance. Minimum score of 60% on Computer proficiency test in Microsoft Office. Ability to communicate effectively with people of all social-economic backgrounds and cultures, including emotional pet owners. Must be able to work in an environment with pet related noises, animal feces and urine, and an environment where euthanasia of animals occurs.

Desired: Certification as a Veterinary Assistant or Licensed Veterinary Technician. Personal initiative and the ability to effectively plan and organize work. Knowledge and ability to use social media outlets.

Duties: Under the direction of the Kennel Supervisor, maintains an effective system for supply ordering and inventory for medical operations, ensuring costs are managed efficiently. Under the direction of the Kennel Supervisor, monitors medical supplies for expiration. Maintain DEA drug logs. Ensure proper intake protocols and medical wards are appropriately maintained. Performs, assists, and properly document euthanasia. Relays messages from veterinarians regarding the treatment of specific cases and answer questions regarding the daily care and treatment of animals with the Kennel Supervisor and Director. Maintains good relationships with local veterinarians to continue care of all animals. Selects animals for spay/neuter. Provides input for training and development of animal health/enrichment, staff and volunteers, along with recommendations of volunteer needs, working with the Volunteer Coordinator. Performs weekly clinic rounds with a Veterinarian to assure health of all animals. Assists Veterinarian when necessary. Coordinates and assists in the transfer of animals. Assists the Animal Control Director in actively promoting adoption days; promoting adoptions through social media and other advertising outlets; develops educational literature and programming. Assists in the conduct of rabies shot clinics, fund raising opportunities, and other outreach efforts of the Animal Control Department. Performs other duties as assigned by the Animal Shelter Kennel 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.

ANIMAL CONTROL

Kennel Worker (\$9.65/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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BUILDING & GROUNDS

Advanced Sanitation Worker (\$27,631 - \$31,081)

Required: High school diploma or equivalent and a minimum of five (5) years' experience in custodial services. Must have advanced computer skills and be able to navigate online manuals, certification programs, testing and troubleshooting electronic equipment.

Special Requirements: Must be able to wear Personal Protection Equipment (PPE) through an entire shift. (normally 7.5 Hrs.) Must take and successfully pass OSHA Compliance Training within the first 90 days of employment. BBP – Blood borne Pathogens. PPE – Personal Protection Equipment. Hazcom - Hazard Communication. Respiratory Protection. Must be able to navigate and fully understand online training for chemical foggers and UVC light equipment. Must pass background checks and physical prior to the start of employment. Must have a valid Michigan driver's license with safe driving experience. Must be able to lift 50lbs repeatedly. May be subject to call in during off duty hours. May be required to work any shift. **Note:** Required training will be funded by Berrien County.

Desired: Experience in advanced custodial techniques such as biohazard clean up and operating of advanced sanitizing equipment. Must be a self-starter and able to work alone or without supervision.

Duties: Perform all duties required to pre and post sanitize any Berrien County building and/or vehicle. Operates and maintains all custodial and specialized sanitation equipment. Ensures that specialized equipment is in a state of constant readiness. Attends web and on location training as required and directed. Performs independent research in order to properly identify the techniques and procedures required by unique cleaning situations. Instructs other County staff in the proper use of Personnel Protective Equipment (PPE), specialized equipment, and materials used in these advanced sanitation functions as required. Prepares and mixes cleaning and sanitizing chemicals per instructions. Dusts, sweeps, vacuums, mops and polishes furniture, floors, elevators, walls and woodwork; washes windows, walls and floors. Disposes of refuse and is responsible for building recycling. Cleans and maintains building lavatories and drinking fountains and replenishes all dispensers. Responsible for inventory and stocking of custodial supplies. Performs minor maintenance tasks if assigned. Responsible for securing and monitoring facilities. Complete special projects or tasks assigned by the Buildings and Grounds Superintendent or designated 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.

BUILDING & 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. 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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COMMUNITY DEVELOPMENT

Dispatcher (\$11.25/hr. - \$14.00/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are not benefits.

Required: High School diploma or equivalent.

Other Requirements: Must be detail oriented. Must be able to prioritize, multi-task and function in a fast-paced environment.

Physical Requirements: Ability to sit for extended periods of time. Ability to lift up to 15 pounds occasionally. Ability to work extended hours if needed. Ability to work in a fast-paced environment and handle multiple tasks. Ability to follow safety requirements. Ability to pass physical.

Desired: Excellent communication skills, both verbal and written. Knowledge of various computer programs, including Microsoft Office Products. Ability to communicate effectively both verbally and by electronic communication. High degree of professionalism to interact with customers. Ability to accurately enter data into internal computer systems.

Duties: Answer and direct incoming calls. Maintain ongoing effective communication with referring agencies. Maintain up-to-date knowledge about company processes and procedures to provide assistance to customers and referring parties. Assist with general housekeeping duties in the office as needed. Interact positively with employees. Perform all miscellaneous clerical tasks requested, including document preparation, and filing. Maintain accurate files and documentation to meet compliance requirements. Perform other duties as may be required by management. 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.

COMMUNITY DEVELOPMENT

Maintenance Technician (\$17.00/hr. - \$19.00/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are not benefits.

Required: High School diploma or equivalent and three years minimum experience in truck equipment and installation.

Other Requirements: State Mechanic's Certification and/or training on the following; Engine Repair, Manual Drive Train & Axles, Suspension & Steering, Brake Repair, Heating & Air Conditioning, Engine Performance, Lift Repair. Must have working knowledge and understanding of parts, repair of hydraulics and electrical systems, technical manuals, and the use of technical tools and shop equipment. Excellent communication skills, both verbal and written. Must be highly organized, detail oriented and able to prioritize.

Physical Requirements: Ability to stand for extended periods of time. Ability to lift up to 50 pounds frequently. Ability to bend and stoop frequently. Ability to work in a fast-paced environment and handle multiple tasks. Ability to follow all safety requirements.

Note: This position may work in all weather conditions.

Duties: Inspect vehicles for safety, including mechanical and electrical maintenance. Maintain inventory of parts and manuals. Contract and arrange for unusual or heavy maintenance work to be done by other facilities. Generate and maintain accurate and complete work order data for each vehicle and equipment for future reference. Perform preventive maintenance on all vehicles and equipment. Install and repair equipment. Operate and test equipment. Perform general housekeeping of bays and shop. Rescue stuck vehicles or vehicles that have broken down. Perform all other duties that may be required by management. 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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COUNTY CLERK

Deputy Court Clerk II / Equipment Operator (\$27,631 - \$31,081)

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.

EQUALIZATION

Appraiser Trainee (\$27,631-\$31,081)

Required: High school diploma or GED certificate. Possession of a valid, unrestricted vehicle operator's license. Michigan Certified Assessing Officer (MCAO) certification as an Assessor by the State Tax Commission must be obtained within three years after start of employment and must be maintained for continued employment. A minimum typing speed of **40 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. **Note:** Applicants who are a Michigan Certified Assessing Officer may be considered at a higher starting salary ranging from \$33,431 to \$37,610 depending on qualifications. Applicants who are a Michigan Advanced Assessing Officer may be considered at a higher starting salary ranging from \$40,456 to \$45,505 depending on qualifications.

Special Requirements: Must maintain regular, reliable and predictable attendance. Must be able to lift 35 pounds, walk for extended periods of time, bend, stoop, and work in all weather conditions.

Desired: Proficient in performing basic mathematical calculations, paying attention to detail, and adapting to changes in law and directives. Ability to work well with others and communicate effectively with people of all social/economic backgrounds and cultures. Proficient with Microsoft Office and data entry. Ability to exercise sound independent judgement and critical thinking in developing supportable conclusions with respect to property valuation considerations and methods.

Duties: Operates computer appraisal software and related programs. Reviews real property deeds and sales information for viability, completeness, and accuracy. Appropriately handles confidential property related information. Formulates credible real property sales studies from raw sales information in a proper and timely manner. Using information from suitable sources, assists in preparation of all county equalization reports by statutorily required deadlines. Establishes and maintains digital and hard copies of equalization information. Performs field inspections of applicable real estate properties and properly collects relevant information in an organized manner. Completes other duties as assigned by the Deputy Director and/or Director, 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.



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FRIEND OF THE COURT

Assistant Supervisor Enforcement (\$45,573 - \$61,071)

Required: An Associate degree in business, criminal justice or related field; and a minimum of four (4) years business, collections or criminal justice experience is required, with preferably two (2) years of direct FOC Court Investigator experience **OR** a High School diploma or equivalent; and a minimum of six (6) years business, collections or criminal justice experience is required, with preferably two (2) years of direct FOC Court Investigator experience.

Special Employment Conditions: Must maintain a high level of confidentiality and safeguarding of personal data including wage, tax information, tax offset, and personal information including health records for clients. Employees must possess a valid vehicle operator's license and pass a pre-employment physical including drug screening. Random drug screening may be a condition of continued employment. Employees of the Berrien County Trial Court shall not have any felony convictions and shall be fingerprinted. Regular, reliable and predictable attendance is required. Friend of the Court employees must possess an ability to effectively and tactfully communicate with individuals from a wide variety of socio-economic backgrounds. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

Desired: Knowledge of the Friend of the Court systems, processes, policies and procedures specific to domestic relations matters; including the Michigan Child Support Enforcement System (MiCSES), OnBase Imaging System and Business Objects. Course work or experience in public administration, collections and/or criminal justice. Ability to interview, investigate and analyze the circumstances of a case involving multiple support orders for multiple jurisdictions, usually involving the courts and enforcement. Ability to establish and maintain effective working relationships with clients, co-workers and the public. Ability to conduct oneself with tact and courtesy.

Duties: An employee of the Trial Court Family Division, under the supervision of the Financial Services Supervisor; assists in the supervision of the Court Investigator Support Enforcement Division of the Friend of the Court office; handles both internal and external confidential documents and information as directed; supervises and conducts investigations concerning the collection and payment of child support for minor children; liaison to the Berrien County Information Systems Department and law enforcement agencies in matters relating to enforcement. Acts on behalf of the Financial Services Supervisor, specific to enforcement division functions, in their absence. Responsible for knowledge and training of Enforcement Officers in the performance of their duties. Duties performed may vary according to the requirements of the Court and are carried out in accordance with the Court's statutory purpose, policies and procedures, Berrien County's policies and procedures, and with State of Michigan and Federal Funding Guidelines. Serves as an at-will employee. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

FRIEND OF THE COURT

Court Investigator (\$41,431 - \$55,519)

Required: High school diploma or equivalent is required. Additional coursework in psychology, criminology, accounting or related field is preferred, and a minimum of two years of experience related to collection investigations or investigative law enforcement is required. Employees must possess a valid vehicle operator's license, pass a pre-employment physical, and may be required to submit to drug screening tests as a condition of continued employment. Regular, reliable and predictable attendance is required.

Desired: Coursework or experience in business and/or public administration, finance/accounting, criminal justice or law. Knowledge of mainframe and personal computer applications, data collection and automated information systems preferred.

Duties: Under the supervision of the Court Investigator Supervisor or the Domestic Investigator Supervisor conducts investigations, undertakes enforcement related activities and makes recommendations concerning appropriate establishment and payment of support pursuant to court 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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FRIEND OF THE COURT

Intergovernmental Specialist (\$41,431 - \$55,519)

Required: A High School diploma or equivalent; and four (4) years accounting and/or financial experience **OR** an Associate degree in accounting, finance or related field, and two (2) years accounting and/or financial experience.

Special Employment Conditions: Must maintain a high level of confidentiality and safeguarding of personal data including wage, tax information, tax offset, and personal information including health records for clients. Employees must possess a valid vehicle operator's license and pass a pre-employment physical including drug screening. Random drug screening may be a condition of continued employment. Employees of the Berrien County Trial Court shall not have any felony convictions and shall be fingerprinted. Required to be a Notary Public and Deputy Clerk. Regular, reliable and predictable attendance is required.

Desired: Knowledge of the Friend of the Court systems, processes, policies and procedures specific to domestic relations matters; including the Michigan Child Support Enforcement System (MiCSES), OnBase Imaging System and Business Objects. Ability to interview, investigate and analyze the circumstances of a case involving multiple support orders for multiple jurisdictions, usually involving the courts and enforcement. Ability to analyze situations in accordance with laws, regulations and established policies and procedures; make recommendations where appropriate. Ability to adjust to and interpret the policies and practices of other jurisdictions. Ability to establish and maintain effective working relationships with clients, co-workers and the public. Ability to conduct oneself with tact and courtesy and have the ability to effectively communicate with clients who may be verbally abusive or hostile.

Duties: An employee of the Trial Court Family Division, under the supervision of the Financial Services Supervisor, initiates and responds to intergovernmental child support requests; analyzes factual situations and determines appropriate course of action for an intergovernmental situation; summarizes and analyzes information for the purposes of updating intergovernmental resources; communicates with other intergovernmental agencies; performs related duties as assigned. Responsible for setting up intergovernmental child support cases, transferring arrears and charges, and all correspondences under UIFSA for child support establishment on intergovernmental cases; managing cases and working with other departments within the court including child abuse and neglect cases. 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.

G.I.S. MAPPING

G.I.S. Technician (\$33,431 - \$37,610)

Required: A Bachelor's Degree in Geography, G.I.S., Surveying, or related degree, the ability to read legal descriptions **OR** Associates of Science Degree that includes coursework related to geographic information systems, computer aided drafting, or geography and minimum of two (2) years of experience working with geographic information systems software (ESRI). Must possess a valid driver's license and maintain regular, reliable and predictable attendance.

Desired: Experience using Berrien County's G.I.S. software package or similar software.

Duties: Updates and/or creates a wide variety of map products using G.I.S., APEX, and/or CAD technology. Performs research and gathers data from a wide variety of sources for inclusion in the Berrien County's G.I.S. Assists in developing geographic database structure, tables, forms, and reports. Assists in preparing new property descriptions in accordance with deeds, surveys, new plats and other related documents to maintain up to date tax rolls for Berrien County. Codes and checks property related documents before recording in the Register of Deeds. Checks property records and searches chain of title. Provides customer service for property information, maps and aerials. Assists in assigning property numbers for real and personal property. Researches documents for annexation proceedings. Completes special projects and assignments as requested by the G.I.S. 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.



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HEALTH DEPARTMENT

Public Health Nurse (\$22.82/hr.)

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

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

Note: A Licensed Practical Nurse (LPN) is also able to apply for this position; an employee with an LPN is paid at one grade LESS on the salary schedule.

Desired: Thorough knowledge of nursing theory and skills. Reasonable knowledge of the scope of state and local public health programs; the practices of public health nursing and of applicable public health laws and ordinances; the epidemiology of communicable diseases and the ability to conduct epidemiological investigations; growth and development and the ability to recognize deviations from the norm; medical/clinical protocols and procedures. Ability to interpret and explain public health laws and regulations; utilize problem-solving techniques in planning for and providing skilled nursing services; establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies, and the general public.

Duties: Support contact tracing. Promotes the health of individuals, families, and the community through education, counseling and appropriate preventive, therapeutic and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization of children and adults; communicable disease control; childhood lead poisoning; adolescent school services; case management of children with special needs; women, infants and children; nutrition education and family planning services. Participates in the determination of priorities for nursing services according to identified community needs and the kind and amount of available nursing service; maintains communication with professional and lay members of the community and with other social service agencies regarding public health services; provides supportive care by listening, managing client interactions and making referrals to appropriate agencies and organizations; documents client interaction, activities, phone calls and follow-up. Participates in activities to promote professional advancement through conferences, workshops and professional readings. Performs a variety of assessments and uses problem-solving techniques to determine a client's level of health risk. Provides and maintains a confidential environment. 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 Assistant Supervisor (\$41,431)

Required: A bachelor's degree in behavioral sciences or related field, or 60 semester hours of college credit with a minimum of two years of paid, fulltime experience working with juvenile delinquents or adult offenders in the justice field, or with clients in the social service/mental health fields.

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.

Special Requirements: Must submit to fingerprints and may be subjected to criminal record, character, drug testing, mental health screening and clearance before employment. Must possess a valid vehicle operator's license.

Duties: Supervises the work of Juvenile Center Group Leaders, Youth Specialists, substitutes, or unpaid personnel on assigned shifts; participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Distribute or ensure staff distributes medications to residents as prescribed, implement medical treatment plans as ordered, and process resident medical complaints. Maintain optimal security and programming in the facility by monitoring the facility security camera system and communication system. Arrange and supervise transportation for residents to and from home, court, hospital, dentist, doctor, etc. Assist the Juvenile Center Supervisor on the shift as needed or requested. Provide direct and immediate feedback or corrective discipline to childcare staff; ensure the implementation and documentation of emergency procedures by staff as required. Ensure that behavior management system guidelines are strictly followed. Monitor and/or coordinate all resident population movement within the facility and necessary security precautions are followed. Serve as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director or Director. 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.

JUVENILE CENTER – 24 hour facility Cook (\$11.00/hr.)

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

Required: Completion of the eighth grade is required. A high school diploma or equivalent is preferred. Previous experience in commercial or institutional food preparation is preferred.

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.

JUVENILE CENTER – 24 hour facility Temporary Youth Specialist (\$14.35/hr.)

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

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

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



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JUVENILE CENTER – 24 hour facility Youth Specialist II (\$37,082)

Required: A Bachelor's Degree from an accredited college or university in counseling, social work, criminal justice, psychology, or related social services field. Previous minimum of three months experience in social services or juvenile direct care. Preference will be given to those with previous experience working with delinquent or emotionally troubled youth and/or families, which may have been in an intern or volunteer capacity.

Note: Applicants that do not meet the minimum requirements for Youth Specialist II but have at least thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology may qualify for Youth Specialist (\$33,712 - \$43,028).

Special Requirements: Must submit fingerprints and may be subjected to criminal record, character, reputation, mental health and moral character screening and clearance before employment. Must possess a valid vehicle operator's license. Must have open availability to work any shift and work flexible hours including evenings, nights, weekends and holidays as required. Regular, reliable, and predictable attendance is required.

Physical Requirements: This job requires the ability to perform the essential functions of the position.

Duties: Under the supervision of the Berrien County Juvenile Center Director, provides for the safety, security, and well-being for residents, visitors, and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the framework of the residential and educational programs. Works closely and communicates effectively to ensure program effectiveness, staff accountability, professional personnel performance, problem solving matters and other issues impacting the Juvenile Center. Intervenes when necessary in crisis situations in accordance with policy and procedure guidelines for physical and mechanical restraints, room confinements, or other appropriate action. Operates and monitor electronic security and communication equipment including control panel, intercom, computers, visual monitors, electronic doors, room sound detectors, and alarms. Monitors weather alert system. 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

Director of Parks and Recreation (\$69,898 - \$80,916)

Required: A Master's Degree in Parks and Recreation Administration, Natural Resources, Public Administration or related area and 5 years progressively more responsible experience in a park or recreation related field **OR** a Bachelor's Degree with a major in Parks and Recreation Administration, Natural Resource Planning or a related field and 7 years progressively more responsible experience in a park or recreation related field.

Special Requirements: No felony convictions. Valid vehicle operator's license. Regular, reliable and predictable attendance is required. An offer of employment shall be conditioned upon the successful completion of a medical examination (physical and mental). Prior to employment commencing, must pass drug and alcohol tests and criminal and civil record checks. Must be fingerprinted. Medical examinations (physical and mental) 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. Berrien County Parks and Recreation Department is typically a seven day a week operation with no holidays. The Director must have the ability and willingness to be available at any time as required by the situation. Ability to distinguish nature's sounds and colors. Ability to maneuver unassisted on various and uneven types of terrain outdoors in all types of weather.

Desired: Personal initiative and the ability to effectively plan and organize work. Must be proficient with Microsoft Office software. Knowledge and ability to use social media outlets. Ability to tactfully handle critical and sensitive situations in a calm and professional manner. Ability to deescalate potentially violent situations.

Duties: Under the general direction of the County Administrator, plans, develops, and administers a comprehensive natural resource based parks, recreation, open space, and a recycling/environmental program in accordance with policies recommended by the County Parks and Recreation Commission and approved by the County Board of Commissioners. Oversees all personnel and financial management functions of the department. Performs related tasks as directed by the County Administrator. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



BERRIEN COUNTY PUBLIC POSTING

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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.
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PARKS DEPARTMENT

Park Ranger (\$9.65/hr.)

Required: Must be at least 16 years of age with a valid Michigan driver's license.

Desired: General knowledge of basic first aid and CPR, familiarity with buildings and grounds of assigned park.

Duties: Under the general supervision of the Park Manager, responsible for assisting the routine operation, maintenance, supervision and security of a County Park facility. Typical duties include emptying trash receptacles, cleaning restrooms, picking up litter, collecting park fees, enforce park rules, assisting park visitors, and performing other 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.

Note: An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Positions are available at Madeline Bertrand County Park in Niles, MI. This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits.

PRINTING & BINDING

Imaging Technician (\$25,119-\$28,256)

Required: High school diploma or GED equivalent and a minimum of one year experience in printing or related work is required.

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

Desired: Knowledge of and/or proficiency with Microsoft Office programs and Acrobat Professional. Comfortable with computer operation and usage. Able to multitask and successfully execute large, multiple orders that require juggling of various timelines.

Duties: Operates a variety of printing and related reproduction equipment in order to complete authorized printing orders, which requires knowledge of a computer, hi-speed copiers (color & b/w), and various bindery equipment. Prepares equipment for printing of various types, sizes, colors for paper, NCR (carbonless), specialty stocks and envelopes. Prints and finalizes pads, laminated items, posters/flyers, brochures, court forms and other misc. finishing. Has basic technical knowledge of paper qualities and uses. Performs required minor operator maintenance on all printshop equipment (per machine instructions), analyzes problems and reports repair requests or vendor service needs to the Printing & Binding manager. Operates folding machine for brochures, and folder/inserter equipment to prepare and stuff envelopes for various county mailings for delivery to the Mail Room for final mailing. Prepares paperwork for print orders for shipping and reporting, to ensure proper delivery to all departments through the courier/mailroom staff. Uses email as a communication and prioritization tool. Assists the Printing & Binding manager in digital file prep for printing as needed. Performs record-keeping and inventory of machine/office supplies and assists Printing & Binding manager in the ordering process. Provides supply information to maintain a working level of inventory at all times. Performs related and additional work as required by Printing 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.



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PROSECUTOR'S OFFICE

Legal Secretary II (\$14.16/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are not benefits.

Required: An associate's degree in secretarial science or criminal justice, one year of paid, fulltime secretarial/clerical experience and a minimum typing speed of **60 words per minute net**; **OR** high school graduation or GED certificate and three years paid, full-time secretarial/clerical experience and a minimum typing speed of **60 words per minute net**. Must possess a valid vehicle operator's license.

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

Desired: Knowledge of the criminal justice system, word processing and spreadsheet software. Must be able to work in a noisy environment with many distractions and interruptions.

Duties: With minimal supervision, performs secretarial and clerical duties to ensure the timely flow of all necessary paperwork to support the operations and programs of the department. Perform office duties which require extensive knowledge of departmental practices and procedures and must possess the ability to think and act independently. May be required to work in any Berrien County Court location. 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'S OFFICE

Assistant Public Defender I (\$55,142 - \$73,896)

Required: Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing. No prior experience is required; however, at least one year of criminal defense experience or comparable civil legal service is desired.

Other Requirements: 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. **Note:** The successful candidate will model the following attributes: ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs. Exercise common sense and good judgment; learn quickly and function efficiently under stressful and distracting conditions; ability to multi-task. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere. **Special Note:** 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.

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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PUBLIC DEFENDER'S OFFICE

Assistant Public Defender II (\$60,655 - \$81,284)

Required: Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing. At least two years of criminal defense experience or comparable civil legal services is desired.

Other Requirements: 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. **Note:** The successful candidate will model the following attributes: ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs. Exercise common sense and good judgment; learn quickly and function efficiently under stressful and distracting conditions; ability to multi-task. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere. **Special Note:** 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.

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, including the identification, consultation and hiring of applicable experts as approved by the Chief Public Defender or designee. 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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PUBLIC SAFETY COMMUNICATIONS CENTER

Dispatch Quality Assurance Supervisor (\$44,995 - \$59,994)

Required: Associates degree in business, public administration or public safety field and three years' experience in a public safety communications capacity involving operation of telecommunications systems, and a working knowledge of police, fire and EMS operations, including two (2) years' experience as a Dispatch Supervisor, or a Training Officer (CTO) **OR** a high school diploma or GED and five years of experience in a public safety communications capacity involving operation of telecommunications system, and a working knowledge of police, fire and EMS operations, including two years of experience as a Dispatch Supervisor or Training Officer (CTO). Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Special Requirements: Valid Driver's license; no felony convictions; candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association (NENA) standards; ability to differentiate colors and read maps, dispatch controls and charts; and regular, reliable and predictable attendance.

Desirable knowledge, skills and abilities: Good knowledge of the streets and principle locations in Berrien County and a background in Public Safety Telecommunications, Law Enforcement, Fire Science and Emergency Medical Response.

Special employment conditions: Persons performing the type of service must possess the ability to concentrate and devote the attention necessary to work effectively; Must demonstrate sound judgement and the ability to remain professional at all times, while concurrently interacting with staff and assisting the public, involved in high-stress and/or life-threatening situations; Possess a comprehensive knowledge of quality assurance practices and procedures related to public safety communications, dispatch data and communications system, knowledge of basic statistical principals, ability to comprehend, interpret and apply a wide range of policies and procedures; Must possess communication skills that allow for accurate critical information gathering, effectively mobilize appropriate public-safety disciplines, and relay well-refined situational awareness to responders; must be able to perform a wide variety of functions; communicate effectively in verbal and written English, execute computer analysis programs, conduct effective training sessions; foster effective working relationships with others, and provide evaluations, guidance and corrective action in a constructive, consistent positive and effective manner; An employee in this class will be required to successfully complete initial intensive and periodic training and maintain certifications to meet job proficiency requirements; Perform duties as assigned in a 24/7 / 365 service environment; be able to work different shifts, weekends, and overtime as necessary to maintain skill levels related to the position.

Duties: Under the supervision of the Director and Assistant Director, performs as an administrative supervisor, analyzing dispatch center protocols and practices, develops and performs quality assurance (QA) and Quality Improvement (QI) processes, measuring compliance and overall effectiveness in the achievement of the Department's mission. Performs audio and data queries to create reviews regarding use of the enhanced 911 emergency telephone system; Computer Aided Dispatch (CAD) and public safety communication systems utilized for dispatching police, fire, EMS services, and public warning; shares related QA results with management, dispatch center supervisors, training officers, work-groups and QA committee members in the advancement of operational consistency and effectiveness. 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

Public Safety Dispatcher (\$40,101)

Required: High School Diploma or equivalent certificate. Minimum of one (1) year experience as a Dispatcher, performing Public Safety related telecommunications duties as outlined above, or a minimum of three (3) months experience as a Call-taker at BCPSCC. Must be able to type **35 words per minute net** as administered through County Personnel department testing measures.

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

Special Requirements: Must have a valid driver's license. No felony convictions. Candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association (NENA) standards.

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

Special Employment Conditions: Ability to communicate well verbally and in written English. Ability to differentiate colors and read maps, dispatch controls and charts. Must be able to master telephone system, departmental dispatch computer applications; includes 911/telephone devices, Computer Aided Dispatch (CAD) system, Geographical Information System (GIS mapping), and emergency notification systems. Persons performing this type of service must possess the ability to concentrate and devote the attention necessary to work effectively at a pace that is dictated by the circumstances. Must possess communication skills that allow for accurate critical information gathering when assisting the public involved in high-stress and/or life-threatening situations, remain professional at all times, and communicate concurrently with co-workers and customers. Must develop the ability to effectively mobilize the appropriate public-safety disciplines, and relay well-refined "situational awareness" to responders. Regular, reliable and predictable attendance will be required, to perform duties as assigned in a 24/7/365 service environment; be able to work different shifts, weekends, holidays and overtime as necessary. Ability to sit/stand for long periods of time as an emergency situation may dictate. Will not be able to schedule routine break periods. An employee of this class will be required to successfully complete initial intensive and periodic training and maintain certifications to meet job proficiency requirements, as well as, receive random performance review ratings and guidance, that includes the acceptance of constructive critiques.

Duties: Answers pending emergency and non-emergency public-safety calls-for-service in a timely manner, over various telecommunication devices; based on operational rules and guidance, consistently analyzes and identifies the situation, and executes the best course of action. Efficiently and accurately gathers pertinent information on prescribed dispatch systems and alerts Dispatch staff, to achieve effective mobilization of public-safety resources; includes valid location/jurisdiction, call-type, priority level, remaining in-contact with a caller during developing situations, executing emergency medical instructions to callers verbatim by prescribed format, and noting updates in real-time. Executes Dispatch protocols by mobilizing the appropriate public-safety services over radio or other authorized means, facilitates Unified Command communication operations, and continuously monitors radio channels, unit status and movements to maintain operational awareness of assigned areas. Operates Emergency Alert and Public Warning Systems as defined by protocol. Processes administrative calls and computer messages by answering questions and forwarding such information to the appropriate person or agency. Delivers messages by telephony, e-mail or automated notification system. Mobilizes special teams, towing services, utilities, public works or other vital support services during emergency events. Performs computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Prepares and maintains records in both manual and automated forms. Performs general and clerical support duties including filing, copying, data entry, word processing and greeting/processing visitors. Senior employees of this class may be designated to as a Shift Leader to assist or perform specific Communication Center Supervisor duties as assigned. Practices proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. Appear in court as a witness to participate in proceedings regarding involvement in call-related cases. May be assigned to train staff in performance of new assignments. Performs other related duties as assigned. This description is intended to describe the type and level of work being performed by a person assigned to this position. It is not an exhaustive list of all duties by a person so classified.



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ROAD DEPARTMENT

Project Engineer (\$55,169 - \$62,093)

Required: Bachelor's degree in civil engineering and additional related work 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 of date of hire. Valid driver's license.

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. Performs 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. Creates 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.

ROAD DEPARTMENT

Road Construction Summer Temp (\$11.00/hr. - \$13.00/hr.)

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

Required: High school diploma or GED or any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

Special Requirements: Must have and maintain a valid Michigan Driver's license which is required for employment. Maintain a satisfactory driving record. All Road Maintenance Workers are subject to random drug and alcohol testing.

Duties: Safety performs all work zone traffic control duties including, but not limited to setting up barricades, traffic cones, and signs; and flagging traffic for stationary and moving work zones. Loads and unloads equipment, materials and supplies. Cleans and clears culverts, drainage ditches and other drainage structures and maintains vegetation using hand and power tools as necessary. Cuts, rakes and disposes of brush and debris using a variety of hand and power tools including, but not limited to weed eaters, chain saws and chippers; may pick up refuse and cleanup work and illegal dump sites. Installs raised pavement markers, thermoplastic markings, and other types of traffic channelization devices. Performs asphalt pavement repair, patching and cleaning using a hand and power tools as necessary; may manually prepare sub grade for paving; may assist in installing concrete drain tile and culvert pipe. Assists sealcoat operations team. Performs manual labor tasks on projects including installation of concrete catch basins, retaining walls and other structures as directed. Performs routine preventative maintenance and cleaning of assigned equipment and tools; and completes service requests as needed. Submits neat and complete written and electronic records including time sheets, maintenance history report forms and other records as directed. Drives a pickup truck or light duty diesel truck. May operate a computer, mobile data collector, digital camera, etc. as necessary to accomplish assigned work duties. Performs related duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S DEPARTMENT

Court Entrance Security Officer/Support Services Deputy (\$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. Transport inmates as required and communicate via law enforcement radio channels. Reasonable work experience or demonstrated ability to exercise good judgement, proven dependability and appropriate level of maturity to effectively manage inmates. 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 (\$47,706)

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

Special Employment Conditions: Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

Desired: Ability to read and comprehend policies, procedures, rules, regulations, laws, memos, and related court forms to ensure appropriate deputy response behavior and performance while conducting correctional activities; ability to type and perform basic computer keyboard functions; reasonable knowledge of motor vehicle code and Michigan Criminal law and procedures; ability to act quickly and use good judgment during emergency situations; ability to work effectively with other employees and the general public; ability to meet department qualifications with issued firearms; ability to prepare accurate written records, reports and documents needed in the performance of your assigned duties; ability to work and communicate effectively with other employees, the general public and legal professionals.

Duties: Patrol an assigned area in a radio-equipped car, maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. Book, search and fingerprint arrested persons. Serve legal papers and escort prisoners to court or to state institutions. Prepare and maintain required records and reports. Provide information and assistance to the general public. May testify in court on criminal or civil cases. Perform vehicle safety inspections and property checks. Direct traffic as required. Complete general incident reports and perform follow-up as needed. Any and all other duties as required. The duties stated are intended to describe the general nature and level of working being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S DEPARTMENT

Deputy – Jail Division (\$47,706)

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.

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: Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

Desired: Ability to read and comprehend policies, procedures, rules, regulations, laws, memos, and related court forms to ensure appropriate deputy response behavior and performance while conducting correctional activities. Ability to act quickly and use good judgment during emergency situations. Ability to work and communicate effectively with other employees, the general public and legal professionals.

Duties: Perform responsible law enforcement and investigation work to maintain law and order throughout the County; to investigate complaints and provide assistance as required; complete necessary reports, paperwork and other work as required. Patrol an assigned area in a radio-equipped car; maintain law and order and investigate reported criminal acts. Issue traffic citations for various traffic violations. Investigate reports of assault, larceny, disorderly conduct, prowlers, and other suspected law violations. May testify in court on criminal or civil cases. Direct traffic as required. Other duties as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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SHERIFF'S DEPARTMENT

Records Clerk III (\$10.75/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 St. Joseph Records Department.

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

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



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TRIAL COURT

Attorney Magistrate/Research Attorney (\$66,722 - \$89,415)

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. 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 as an Attorney Magistrate or Attorney Referee.

Note: A legal writing sample must accompany your application.

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 and/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, record keeping 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.



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 ~ August 3, 2020 – August 7, 2020

TRIAL COURT

Deputy Register (\$14.22/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 will not be filled and funded until 2020.

Required: Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or governmental office experience; demonstrates strong analytical skills and a net typing speed of **40 WPM net**. Must attain a minimum score of 75% on selected computer proficiency tests. May be required to obtain and maintain SCAO Certified Electronic Operator certification. Regular, reliable and predictable attendance.

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

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



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TRIAL COURT

Trial Court Clerk II (\$28,297 - \$37,920)

Required: High school diploma or GED and one year of general clerical experience. Minimum typing speed of **40 words per minute net**. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

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

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