



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 ~ June 21, 2021 – June 25, 2021

ANIMAL CONTROL

Animal Control Officer (\$14.50/hr.)

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

Required: High school diploma or GED. Must be at least 21 years of age. One year of previous experience in the care or custody of animals. Must possess a valid vehicle operator's license. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment; deputized by the County Sheriff; certified in CPR and First Aid; possess a valid CPL and maintain such status throughout tenure of employment. Completion of Berrien County Reserve Academy within one year of date of hire (provided class is offered).

Special Employment Conditions: An employee in this classification will be called upon to perform tasks which require lifting, carrying or dragging large animals including, but not limited to, goats, large dogs and other livestock, etc. An employee will be expected to have the ability to bend, stoop and crawl under porches, crawlspaces, climb ladders, stairs, and trees in order to retrieve animals. Employees in this classification work in all weather conditions. Must be able to lift at least 80 pounds. Employees in this classification are subject to call in after normal hours, including weekends and holidays, and may be required to carry a pager. Regular, reliable and predictable attendance is required.

Desired: Demonstrated skill in the use of firearms, including handguns and shotguns. Demonstrated skill in the use of pepper spray or related items. Knowledge of roads and principle locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Under the general supervision of Animal Control Director, enforces states and local laws/ordinances dealing with animal control; issues citations for violations of same. Responds to citizen complaints regarding animals; patrols the County to pick up stray animals and responds to other animal related concerns. Performs necessary recordkeeping work. 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

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 (\$10.50/hr.)

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

Required: 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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COUNTY CLERK

Deputy Court Clerk II / Equipment Operator (\$28,184 - \$31,703)

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.

COUNTY CLERK

Deputy Elections Clerk (\$12.19/hr.)

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

Required: Associate's degree and two years of related experience **OR** a high school diploma or GED and four years of related experience. Ability to lift 35 to 40 pounds, demonstrated proficiency with Microsoft Office Suite products; regular, reliable and predictable attendance, possession of a valid driver's license and 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.

Desired: Prior experience with conducting local elections. Excellent verbal and written communication skills and attention to detail.

Duties: Assists with Campaign Finance filings and retention system. Provides notification to candidates regarding late fees and collection of same. Assists with the maintenance of the statewide Qualified Voter File (QVF) for the County and preparation of same for all elections. Coordinates the distribution of voter registrations to local jurisdictions in compliance with Secretary of State's Rules and Procedures. Assists the Election Administrator with all aspects of school elections and other elections as needed. Prepares and publishes all notices of Close of Registration and Notices of Election for all school elections. Calculates and invoices local jurisdictions for canvasses, publications, programming fees, etc. and supervises the payment of same. Creates detailed voter reports as requested by candidates, local clerks and the public in all media (CD, paper, labels and electronic Excel reports). Assists the Election Administrator with the preparation of canvasses for all state, county, city, township, village and school elections; in the review of spreadsheets/documents for accuracy for notices of election to precinct delegates and for certificates of election to all elected candidates; with training for local clerks and election inspectors. Assists with the creation of training materials as needed. Performs unique computer programming/coding for city, township, village and school elections in Berrien County. Prepares memory cards for every precinct for each election. Completes special projects and assignments as required by the County Clerk, Chief Deputy or Elections Administrator. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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EQUALIZATION

Appraiser Trainee (\$28,184-\$31,703)

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 \$34,100 to \$38,362 depending on qualifications. Applicants who are a Michigan Advanced Assessing Officer may be considered at a higher starting salary ranging from \$41,265 to \$46,415 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.

FRIEND OF THE COURT

Court Investigator (\$42,259 - \$56,630)

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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G.I.S. MAPPING

G.I.S. Coordinator (49,928 - \$56,161)

Required: Master's Degree in G.I.S., Geography, Planning, or related field and two (2) years of paid full-time experience in geographic information and mapping systems including extensive work with land descriptions and the Michigan property tax system; **OR** Bachelor's Degree in Geography, Planning, Surveying, or related field and four (4) years of paid full-time experience in geographic information and mapping systems including extensive work with land descriptions and the Michigan property tax system. Possession of a valid driver's license and regular, reliable, and predictable attendance is required.

Duties: As a lead worker, prioritizes and assigns work to G.I.S., mapping, and land description personnel based on knowledge of departmental deadlines, workload volume, staff and equipment capabilities. Assists in developing and evaluating department goals, objectives, policies and procedures related to land description and G.I.S. Develops and maintains geodatabases and interactive maps. Maps the annual property changes. Coordinates property split schedule. 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. Assists the public, attorneys, surveyors, realtors, appraisers and engineers in property related matters over the phone and in person; provides services to abstract offices. Assists with coding and checks property related documents before recording in the Register of Deeds. Checks property records and searches chain of title. Assists in assigning property numbers for real and personal property, Enterprise Zone parcels and Industrial Facility exemptions. Oversees quality control of all mapping products. Completes special projects and assignments as requested by the G.I.S. Mapping 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

Breastfeeding Peer Counselor (\$20,496 - \$23,056)

Note: This is a **grant-funded, part-time** position working 30 hours per week.

Required: High school diploma or GED; significant personal breastfeeding experience (does not have to be currently breastfeeding). **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: International Board Certified Lactation Consultant (IBCLC) or Certified Lactation Counselor (CLC). Possession of a valid vehicle operator's license and a vehicle. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. The following need to be accomplished in the first year of employment: (1) completes Loving Support Peer Counseling training; (2) attends WIC Breastfeeding Basics two-day training; (3) attends the MSUE Peer counselor update trainings; (4) attends the annual WIC conference; (5) on-site visits by State WIC Lactation Consultants; (6) reads assigned books and materials about breastfeeding; (7) attends other breastfeeding related conferences/training as appropriate; (8) is a paid member of the local chapter of the LaLeche League.

Note: If not yet certified as an IBCLC or CLC, the employee will be titled Breastfeeding Peer Counselor and paid at one grade less on the salary schedule.

Desired: Is committed and enthusiastic about promoting and supporting breastfeeding. Demonstrates the ability to communicate with diverse populations. If possible, has been/is a WIC participant.

Duties: Builds and maintains a caseload of WIC women (pregnant and breastfeeding mothers). Makes routine periodic contacts with all assigned mothers. Gives basic breastfeeding information and support to new mothers, including overcoming common barriers and getting a good start with breastfeeding; helps mothers prevent and handle common breastfeeding concerns. Counsels WIC pregnant and breastfeeding mothers by telephone, home visits, clinic visits, and/or hospital visits at scheduled intervals determined by the local WIC program. Establishes an effective working relationship with local hospitals and agencies as appropriate. Teaches breastfeeding classes and/or recruits mothers at WIC clinics. Follows up on all client referrals and keeps accurate records of services provided to WIC participants. Helps organize a local breastfeeding support group. Requests and receives technical assistance from a state assigned lactation consultant. Counsels and supports clients in their infant feeding plan by office appointment, home visit, breastfeeding clinic visit or telephone. Communicates needs and problems relating to breastfeeding to the WIC supervisor and state WIC lactation consultant. Communicates needs and concerns relating to caseload management or referrals to supervisor. Functions within a community team, including MSUE, Breastfeeding Initiative Peer Counselor, MIHP staff, hospital staff, lactation consultants, or LaLeche League leaders. Maintains strict client confidentiality and keeps accurate records. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Clinical Services Client Associate (\$25,621 - \$28,821)

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

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

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

Duties: Schedules client appointments in a variety of clinical areas using electronic medical records. Checks clients in for appointments, verifies insurance coverage and checks clients out, including requesting payment for services. Books 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

Community Resource Navigator (\$37,513 - \$42,193)

Required: Bachelor's degree in social work, community health, public health, or related field and minimally one year of experience working with individuals or families in a community-based organizational setting; **OR** Associates degree in family studies, community health, or related field and minimally three years of experience working with individuals or families in a community-based organizational setting. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: Possession of a valid vehicle operator's license and a vehicle is required.

In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Must complete State of Michigan MI Bridges Community Referral Partner Training within six months of hire.

Desired: Bilingual/bicultural (Spanish) strongly desired. Prior experience working within the State of Michigan MI Bridges Benefit Enrollment program, including the Healthy Michigan Plan (Medicaid). Understanding of structural influences on health including the intersections of race and health, education and health, and income and health. Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress; ability to show empathy to distressed individuals. Is continuously expanding knowledge and understanding of community resources and services, as well as the understanding of barriers that clients may face when seeking services. Working knowledge of multi-system outreach programs related to health care delivery and health-related services. Ability to plan, implement, and evaluate individual client care management plans including the ability to organize resources and assist in establishing priorities with a client. Ability to effectively communicate with health care professionals and care coordinators.

Duties: Acts as a resource navigator and conduit for clients to various health and social programs, including health insurance plans, health care services, and other community benefit programs. Assists clients in accessing health related services, including but not limited to: obtaining a medical home, securing health insurance coverage, and overcoming other barriers to obtaining needed medical care and/or social services. Facilitates client access to community resources, including locating housing, food, clothing, prenatal classes, parenting, and providers to teach life skills, and relevant mental health services. Assists clients in utilizing community services, including scheduling appointments with social services agencies and assisting with completion of applications for programs for which they may be eligible. Communicates to clients/patients the purpose of various programs and services and the impact it may have on their wellbeing. Helps patients identify socio-economic issues that affect their overall health and develop health/social management plans and goals. Works to reduce cultural and socio-economic barriers between clients and institutions by providing support and advocacy during initial referral phone calls and/or visits, when necessary, to assure clients' needs are being appropriately conveyed and met. Follows up with both clients and providers regarding health/social services plans. Documents client encounters and contacts made on behalf of clients; completes and submits monthly reports; maintains comprehensive electronic client files, which include client notes, release of information, assessments and other medical documents acquired on behalf of the client. Documents activities, service plans, and outcomes achieved by client in an effective manner. Works collaboratively and effectively within a team. Establishes positive, supportive relationships with participants and provides feedback to other members of the Health Department team. Builds and maintains positive working relationships with the clients, providers, nurse case managers, health educators, supervisors and office staff, from diverse cultural and socio-economic backgrounds. Travels to client homes, community locations, various agencies, and other outreach destinations. Performs other job 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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HEALTH DEPARTMENT

MI-APPP Teen Parenting Case Manager (\$37,513 - \$42,193)

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

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

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

HEALTH DEPARTMENT

Public Health Investigation Specialist (\$37,513 - \$42,193)

Required: A Bachelor's degree in public health, healthcare administration, human and or social service related field; and no experience required **OR** an Associate's degree public health, healthcare, human and or social service related field; and two years of experience working in a public health or healthcare setting. Possession of a valid vehicle operator's license and a vehicle is required. Regular, reliable and predictable attendance is required. 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 from both the Benton Harbor and Niles offices of the Health Department. **A Berrien County application, resume and cover letter are required for this position.**

Desired: Confidentiality and strong professional ethics. Experience with disease surveillance systems, public health nursing, and/or epidemiology. Understanding of medical terminology and basic infectious disease processes. Excellent organizational skills and abilities with office practices. Strong computer skills including the use of internet based applications and MS Office suite is necessary for success. Excellent customer service skills and an ability to quickly build rapport with individuals, particularly on the phone. The ability to find clarity in somewhat ambiguous situations and provide support to team members. Excellent time management skills and an ability to switch between tasks quickly. Acceptance of interruptions to work and ability to continually re-prioritize tasks. 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: Responsible for completing communicable and sexually transmitted disease investigations utilizing the Michigan Disease Surveillance System (MDSS) including client interviews and obtaining information from healthcare providers and laboratories. This may infrequently include home visits. Assist with the aspects of clinic operation including but not limited to exam room preparation, specimen packaging, and medication/supply inventory. May provide back-up to clerical team members. Receive and respond to communication from the public and community partners about issues related to public health nursing. Provide education to stakeholders and clients. Completes 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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HEALTH DEPARTMENT

Public Health Nurse II (\$45,389 - \$51,058)

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: 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. 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 II (\$23.27/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: 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. 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 ~ June 21, 2021 – June 25, 2021

HEALTH DEPARTMENT

STD/HIV Community Health Worker (\$37,513 - \$42,193)

Required: High school diploma with college experience preferred. Preference to applicants with experience in a health related field preferably in public health dealing with high risk individuals. Training provided upon hire: HIV Test Counselor Certification Training (Modules I, II, III); STD treatment guidelines; and Early Intervention Services for People Living with HIV. Possession of a vehicle operator's license is required. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Non-traditional work hours may be required on occasion.

Desired: Certification as a Community Health Worker (CHW). HIV Antibody Pre/Post Test Counselor certification and Phlebotomy training and the skills to perform both effectively, or willingness to learn. Knowledge of HIV/STDs, including infected and affected populations, high-risk groups, and comfort with working with these populations and groups. Knowledge of HIV/STD community resources, including existing social and behavioral health resources and referral agencies. Excellent communication skills (verbal, written, presentation, interpersonal) to deliver information and gain cooperation/trust from clients and community members. Knowledge of areas and activities where those who may be high-risk for HIV infection are to be found. Ability to effectively target those areas for outreach activities. Ability to efficiently manage time and multiple responsibilities; ability to document services provided as recommended utilizing best practices. Computer proficiency in windows-based programs and Microsoft Office Suite. Demonstrated knowledge of client confidentiality and client rights according to Health Insurance Portability and Accountability Act (HIPAA).

Duties: Plans, coordinates, and implements specific interventions aimed at finding and re-engaging STD/HIV-positive clients lost to care. Works with individuals newly diagnosed with STDs and/or HIV, those at-risk, and those lost individuals who are lost to care to assist them in navigating the health care system to obtain and maintain health care treatment, access available resources (through Ryan White Care Act Program or other community resources) and provide support required to be successful with their medical care. Collaborates with other Berrien County Health Department Sexual Health team members, Clinical & Community Health Services Manager, and local infectious disease medical personnel to provide case management/care coordination and system navigation through informal counseling, education, social/peer support, and tracking of the client's well-being and progress. Responsible for establishing trusting relationships with community members, clients and their families from diverse populations while providing general support and encouragement. Conducts interviews and communicates effectively with clients using basic motivational interviewing and goal setting via phone calls, home visits and visits to other settings where clients can be found. Responsible for client interactions and education involving health issues such as HIV/AIDS, substance abuse, chronic disease, behavioral health, child-rearing, parenting or other health concerns. Conducts health promotion and prevention education that is sensitive to the cultural and linguistic needs of participants and/or community. Prepares and maintains appropriate paper work and records. Complete documentation and data entry needed for medical records and grant funding. Acts as client and community advocate; advises clients on available and appropriate medical and social services; advocates for the needs and perspectives of the communities. May provide program outreach such as home visiting activities, participate in individual and community assessments, community outreach and health screening events, distribution of flyers and brochures, and deliver presentation at local agencies and community events. Demonstrates sensitivity and understanding of diverse socioeconomic, cultural, ethnic and health issues. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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INFORMATION SYSTEMS

Switchboard Operator (\$12.17/hr.)

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

Required: High school diploma or GED and reasonable experience in the operation of a private branch exchange telephone switchboard.

Desired: Considerable knowledge of the operation of a private branch exchange telephone switchboard and County organization, functions and personnel. Reasonable knowledge of modern office practices and procedures. Ability to operate a switchboard calmly and efficiently; rapidly become familiar with the name, titles, and locations of personnel, speak clearly, pleasantly and courteously; work effectively with the public and with other employees.

Duties: Places, receives, relays, and transmits calls on a private branch exchange telephone switchboard. Receives walk-in visitors; assists them with routine information and/or directs them to the proper location for service. Maintains up-to-date knowledge of department/County's functions, procedures, activities, etc. to provide accurate information to callers. Maintains records for the efficient operation of a telephone switchboard. Distributes incoming faxes to appropriate personnel using automated fax program. Prepares and distributes the inter-office directory. Orders and distributes telephone books. Provides information and assistance to the public. Places and records long distance calls. Places requests for telephone or switchboard service calls. Assist in the processing of complaints. Performs miscellaneous clerical and typing tasks. Completes special projects and assignments as requested by the Application Support Manager. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

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 (\$16.49/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 (\$37,731)

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 (\$34,302).

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 AND RECREATION

Lifeguard (\$11.50/hr.)

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

Required: Current certifications of training for Red Cross Lifeguard Training or equivalent and CPR for Adult, Infant, and Child. Must pass both written and water tests demonstrating individual physical fitness and knowledge of water rescue techniques. Must be at least 16 years of age.

Desired: Prior lifeguarding experience.

Duties: Lifeguards are employed primarily for the protection of swimmers and control of beach activities at Silver Beach County Park. Lifeguards are in charge of beach and water related activities and shall discourage unsafe practices therein. Work is performed under the direct supervision of the Head Lifeguard or their designee. Typical duties include enforcing park rules and regulations that discourage unsafe beach and water activities, providing necessary rescue and emergency care for accident victims, performing appropriate first aid, participating in regular training and employee improvement, and various 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.



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PARKS AND RECREATION

Park Maintenance (\$9.87/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. 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 available at Silver Beach County Park in St. Joseph and Love Creek County Park in Berrien Center.

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

Desired: General knowledge of the tools, materials and equipment used in the repair and maintenance of buildings, grounds and facilities.

Duties: Under the direct supervision of a permanent full-time Parks Maintenance Worker, is responsible for performing building and grounds maintenance work, machinery and equipment repair; performs related tasks as required. May act as lead worker on an assigned task. Typical duties include operating machinery such as pickup truck, back pack blower, chain saw, push mower, and various woodworking tools. Inspects grounds and building for damages and needed repairs. 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 AND RECREATION

Park Ranger (\$9.87/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. 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 available year around at Madeline Bertrand County Park in Niles, MI; and May through October at Silver Beach County Park in St. Joseph, MI.

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 and assisting park visitors. 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 (\$61,869 - \$82,910)

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: Applicants with no prior experience may qualify for Assistant Public Defender I (\$56,245-\$75,374).

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

Public Safety Dispatcher (\$19.27/hr.)

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

Required: High School Diploma or equivalent certificate and a minimum of two (2) years previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity. 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.

Desired: General knowledge of the streets and principle locations in Berrien County. Prior experience in Law Enforcement, Fire Science or Emergency Medical Response; or high volume customer service center. Prior emergency response dispatch experience is strongly preferred. 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. Data entry or related computer experience. Bilingual speaking skills; Spell accurately, speak English clearly and concisely.

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/telephony 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. 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. 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

Engineering Summer Temp (\$13.00/hr.)

Note: This is a **temporary, seasonal** position working a maximum of 1,000 hours per calendar year. There are no benefits. Summer temp season will be between May - September.

Required: High school diploma or GED. Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the temp position. Enrolled, majoring in or have completed coursework in an engineering, construction management or closely related four-year academic program. If the temp position occurs during the summer, the student may provide proof of summer or fall enrollment. Majoring in or having completed coursework in a civil engineering or construction management program; Familiar with computer programs (Microsoft Office, Adobe and AutoCAD); Familiar with construction drawings and specifications is preferred.

Special Requirements: A valid Michigan Driver's license is required for employment along with the ability to drive a pickup or light duty diesel truck.

Duties: Assist Engineering staff with the design, survey and construction of roads, bridges, surface water and other public works projects to assure quality plan production and accurate quantities of materials. Assist in preparing data and reports for use and consideration by design, survey or construction staff. Assist in providing information and performing research duties. Prepare correspondence and create charts and tables using Microsoft Office products including Word, Excel, and Power Point or other engineering software. Assists in the review of engineering calculations, project document filing, computer data entry, and organizing field and office data. Assists engineering staff with materials testing and geotechnical field studies. Aid in placement and setup/retrieval of traffic study equipment and information including traffic counts done electronically or manually. Assists with related 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.

ROAD DEPARTMENT

Mechanic (\$23.17/hr.)

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 and proficiently 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, changing tires, oil and other lubricants. Uses electronic diagnostic programs to find engine problems and to monitor maintenance schedule of the equipment. Performs other duties as assigned by the shop foreman. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ROAD DEPARTMENT

Medium Equipment Operator (\$21.48/hr.)

Required: High school diploma or GED and two years of experience in a construction trade or truck driving. Must possess and maintain a valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Must have current driver license with no restrictions for night time driving. 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. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

ROAD DEPARTMENT

Project Engineer (\$56,272 - \$63,335)

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.



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ROAD DEPARTMENT

Road Construction Summer Temp (\$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: Safely 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.

ROAD DEPARTMENT

Road Finance Manager (\$74,899 - \$84,299)

Required: Bachelor's degree in Accounting/Finance or a related area and three years of progressively more responsibility at a firm or state and local government agency working in the area of accounting, finance or audits, and two years of supervisory experience; OR Associates degree in Accounting and seven years of progressively more responsibility at a firm or state and local government agency working in the area of accounting, finance or audits. Work must include knowledge of fund based accounting and two years in a supervisory role. Regular, reliable and predictable attendance is required. Must maintain a high level of professionalism and confidentiality. Valid Driver's license is required.

Desired: Certified Public Account (CPA). Government Experience (GASB). Experience in the accounting and reporting of PA 51 of 1951 funds. Comfortable with the daily use of technology to include the use of Microsoft Office software and other Road specific software.

Duties: Oversees the financial processes of the Road Department including the daily, weekly, monthly and yearly functions of the Accounting Department. Responsible for the timely completion of reports and duties. Supervises subordinate accounting employees, including the evaluation of work performance and hiring, disciplinary and discharge recommendations. Works with the Road Department Director and staff in preparing the annual budget that meets the overall financial parameters and objectives of the County Administrator. Tracks the performance of actual expenditures to annual and amended budget on monthly or quarterly basis. Works with the County Treasurer and County Finance Director in the function of cash management and other County requirements of the Road Department. Prepares and submits the annual financial report as required by Act 51, Public Acts of 1951. Prepares contracts for work performed in the various Townships. Prepares necessary work papers and records as they relate to the Road Department for the County annual audit. Conducts periodic internal audits of specific accounts. Provides special reports as directed by the Road Department Director. Performs other duties as assigned by the Road Department 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.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer ~ June 21, 2021 – June 25, 2021

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 (\$48,899)

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 (\$48,899)

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

Master Control Records Clerk (\$25,621 - \$28,821)

Required: High school diploma or equivalent and two years general clerical experience.

Duties: Receives, compiles and processes information; updates records in the OMS with provided court information. Accurately prepares required records and reports as related to Master Control. Accepts bond monies and completes necessary paperwork. Assists the public with the Kiosk money system regarding inmate accounts. Prepares necessary paperwork and debit card transactions for the process of inmate releases. Assists the public in person by completing appropriate requested forms and also by telephone. Completes special projects or assignments as requested by supervisor. Maintains confidentiality of information, reports and files of the 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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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.

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.

SHERIFF'S DEPARTMENT

Sheriff's Office Custodial Worker (\$15.00/hr.)

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

Required: High school diploma or GED.

Duties: Performs a variety of tasks for Berrien County Sheriff's Office to include: cleaning and care of flooring using floor machine and cleansers. Cleaning of kitchen/laundry appliances. Also performs general custodial duties in administrative/office areas such as vacuuming, mopping and lavatory maintenance. 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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TREASURER

Homestead and Personal Property Coordinator (\$28,184 - \$31,703)

Required: Associates degree in a business related field and a minimum of one year of clerical/business office experience; OR high school diploma or GED and a minimum of three years clerical/business office experience. Regular, reliable and predictable attendance is required. Possession of a valid vehicle operator's license is required.

Desired: Prior Treasurer's Office experience is desired.

Duties: Responds to walk-in and telephone inquiries; provides information regarding departmental practices and procedures which requires knowledge of state rules and laws. Coordinates the exchange of information for personal property and homestead verification with local units, the State of Michigan, and other states. Coordinates and monitors the personal visit and process service in accordance with the tax law. Coordinates the mailing of first class and certified homestead audit notices and performs any necessary follow-up on returned items. Works with local treasurers to develop the list of personal property taxes to be written off in circuit court due to the uncollectible nature of said taxes. Works with the appropriate County officials to determine a Court date to petition for the removal of personal property taxes. Prepares quarterly homestead audit reports as required by the State of Michigan. Prepares the listing of delinquent personal property for the County Treasurer. Assists with the land sale. Completes special projects and assignments as required by the County Treasurer or his/her 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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TRIAL COURT

Administrative Assistant (\$38,417 – \$51,482)

Required: Associate's degree in business or related field and two years of paid, fulltime responsible clerical and administrative support experience, which includes two years of word processing/spreadsheet experience; **OR** high school diploma or GED and four years of paid, fulltime responsible clerical and administrative support experience, which includes one year of word processing/spreadsheet experience. Typing speed of **60 WPM net**; may be required to obtain and maintain certification as a certified electronic operator (CEO) or certified electronic recorder (CER) from the Michigan State Court Administrative Office.

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: Knowledge of court operations, courtroom procedures and agencies within the State of Michigan and/or Berrien County. Knowledge of strategic planning and organizational methods to assist with the court's operational plans and objectives, budget preparation, information technology, public relations, and experience with news media. Possess strong interpersonal skills and a demonstrated ability to communicate effectively orally and in writing. Ability to be flexible and work well in a team situation.

Special Requirements: Must submit to fingerprints and subjected to a criminal record check, character, reputation, mental health, and moral character screening and clearance before employment. Must possess a valid vehicle operator's license, pass a pre-employment physical and drug test; must submit to random alcohol and drug screening tests during the course of employment. Appropriate speech and dress and a high level of personal and professional conduct for work in a court setting; regular, reliable and predictable attendance; work flexible hours in the fulfillment of Administrative Assistant duties.

Duties: Assists in the development of office procedures to increase the efficiency and effectiveness of operations; assists and coordinates court communication activities and acts as a liaison with all internal court divisions, external agencies and organizations. May handle complicated contact with the general public; assists in preparing and maintaining records and statistical reports. Assists with processing employment applications and applicant selection process. Provides court paperwork and orientation for new staff. May maintain division personnel files which contain highly confidential and sensitive information. Processes biweekly payroll; assists with data collection regarding labor agreements and maintains official files for union matters. Assists with the coordination of official record retention requirements for the court; assists in drafting letters, memos, disciplinary data, resolutions, policies and procedures, and proofreads those documents. Assists the court administrators with financial reports and records. Assists in preparing vouchers, requisitions and special order requests. Responds to inquiries from court staff. May prepare agendas and/or notices of meetings, attend meetings, take and prepare meeting minutes; may perform court record checks as requested by the public and others and provide defendant case information; may perform or assist with Alternative Dispute Resolution (ADR) case processing or scheduling. May be required to provide courtroom coverage. Assists court administrators and judges or designee with special projects and assignments. Assists other trial court administrative assistants as workload may require or for absence coverage. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

CJIS-LEIN Entry & Live-Scan Technician (\$14.11/hr.)

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

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

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

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

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



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TRIAL COURT

Friend of the Court (Director) (\$78,427 - \$105,099)

Required: A bachelor's degree and five (5) years of progressively increasing responsibility, including all aspects of supervision, in one or more of the following areas: human services or behavioral sciences field, domestic relations law, administration.

Desired: Graduation from an accredited law school with license to practice in Michigan.

Special Employment Conditions: 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. 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.

Duties: Appointed by the Trial Court Chief Judge, works under the supervision of the Trial Court Administrator. Provides administrator level guidance and leadership in directing Friend of the Court operations and staff. In conjunction with the Trial Court Administrator, responsible for all department personnel management including labor relations functions, interviewing process for new hires, orientation, directing and training, coaching and discipline of staff, assigning work and annual employee evaluations. Responsible for the preparation, administration and monitoring of the annual Friend of the Court budget. In coordination with the Trial Court budget process, presents budget to Judges and County Board, explains and discusses requested appropriations and administers approved budgets. Monitors and ensures compliance with all requirements of the IV-D Cooperative Reimbursement grant funding program. Proactively adopts, educates and informs staff of changes and modifications to federal and state contract funding requirements, as needed. Periodically reports to and updates the county board of commissioners on pertinent child support program related information. Acts as spokesperson for routine media contact regarding program information. Researches and evaluates legislation, proposed or modified court rules, and determines impact upon Friend of the Court operations. In response, develops, implements, proposes policies and procedures focused on improving services and to ensure operations are in compliance with applicable statutes and court rules. Meets with and responds to clients, attorneys and others to address complaints, grievances and questions about Friend of the Court operations, policies and procedures. Investigates complaints and takes appropriate action to resolve matters and establish appropriate outcomes. Represents the office to community agencies, local Bar and other organizations. Completes the annual Friend of the Court statutory review and responds to any comments received from the solicitation in the media publication. Assists and directs staff with investigative, enforcement and case processing problems. Encouraged and expected to participate in local, regional and statewide groups and organizations focused on child support program initiatives. Partners, engages and collaborates with colleagues and organizations focused on achieving innovative programs, efficiencies and best practices (Friend of the Court Association, State Court Administrative Office, Office of Child Support, statewide workgroup initiatives, etc.) Serves as a member of the Trial Court's Judicial Council, Family Division Leadership Team and Judges / Administrator's group. Attends and participates in meetings as required. Completes special projects and assignments as requested. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Trial Court Clerk II (\$28,863 - \$38,679)

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.