



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 May 23 - 27, 2022

ANIMAL CONTROL

Kennel Worker – Temporary/Part-Time (\$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: A fondness for animals is required. Must have the ability to lift 50+ pounds; and frequently bend, stand, stoop, and walk. Must be able to a variety of animals without issues such as allergies or fear.

Desired: Knowledge of the proper methods of handling and restraining animals safely with individual animal temperament in mind. Ability to gain animal confidence when restraining them for transport, grooming, and/or treatment. Ability to use cleaning materials and equipment with skill and efficiency; perform moderately heavy physical labor; and 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, including laundering bedding, sterilizing food and water bowls. Monitor animal appearance for physical condition and report any signs of illness, disease, or discontent. Discharge and admit animals as requested. Ensure cages and animals are properly identified. 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.

BUILDING AND GROUNDS

Building Maintenance Worker (\$35,123 – \$39,513)

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

Additional Requirements: Possession of a valid Michigan Vehicle Operator's license. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Duties: Inspect, maintain, and repair heating, ventilation, and air conditioning systems. Install, repair, and replace plumbing fixtures; electrical and computer wiring; security, video, and audio systems. Perform a variety of carpentry tasks. Inspect, clean, and repair boilers; repair and install locks. Repair, assemble, and move office furniture, records, equipment, and supplies. Perform duties of Building and Groundskeeper as needed. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

BUILDING AND GROUNDS

Custodian (\$26,390 – \$29,686)

Education and Experience: High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance.

Additional Requirements: Must be self-starter, capable of performing tasks with limited supervision, possess a valid Michigan driver's license, and have the ability to lift 50 pounds repeatedly.

Duties: Performs all related custodial duties for County offices including: dusting, sweeping, vacuuming, mopping, and polishing furniture, floors, elevators, walls, and woodwork. Washes windows, walls, and woodwork. Operates and maintains custodial equipment. Dispose of refuse and responsible for building recycling. Prepares and mixes cleaning solutions. Cleans and maintains lavatories and drinking fountains and replenishes all dispensers. Responsible for stocking and inventory of all custodial supplies. Performs minor maintenance tasks, including snow removal, lamp replacement, and minor plumbing. Responsible for the securing and monitoring facility. Completes special projects and assignments as requested by Evening Supervisor. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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BUILDING AND GROUNDS

Custodian – Temporary/Part-Time (\$12.40/hr.)

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

Education and Experience: High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance.

Additional Requirements: Must be self-starter, capable of performing tasks with limited supervision, possess a valid Michigan driver's license, and have the ability to lift 50 pounds repeatedly.

Duties: Performs all related custodial duties for County offices including: dusting, sweeping, vacuuming, mopping, and polishing furniture, floors, elevators, walls, and woodwork. Washes windows, walls, and woodwork. Operates and maintains custodial equipment. Dispose of refuse and responsible for building recycling. Prepares and mixes cleaning solutions. Cleans and maintains lavatories and drinking fountains and replenishes all dispensers. Responsible for stocking and inventory of all custodial supplies. Performs minor maintenance tasks, including snow removal, lamp replacement, and minor plumbing. Responsible for the securing and monitoring facility. Completes special projects and assignments as requested by Evening Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

BUILDING & GROUNDS

Shipping and Receiving Coordinator/ Secretary (\$31,932 - \$41,613)

Education and Experience: Associate's Degree in Secretarial Science or related field or certificate from an accredited secretarial school; and one year of clerical experience, with office management experience preferred; **OR** a high school diploma or GED and three years clerical experience, with office management experience preferred.

Additional Requirements: Experience with Microsoft Office software, especially Excel.

Typing Requirement: Must be able to type **60 words per minute net** as administered through County Personnel department testing measures. 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: Responsible for the day-to-day operation of the departmental office as directed by the Superintendent. Manages the department's daily shipping, receiving, and mail distribution. Provides countywide equipment asset management. Performs complex administrative duties, including bookkeeping, record maintenance, and scheduling. Provides scheduling of County fleet vehicles. Evaluates office procedures, recommends changes to increase the efficiency of office operations, and implements approved changes. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

COUNTY CLERK

Deputy Circuit Court Clerk I (\$29,030 - \$37,833)

Education and Experience: A high school diploma or equivalent; additional coursework in legal office administration, business or related areas is preferred. A minimum of one year of office experience, preferably in a legal or governmental organization.

Typing Requirement: Must have a minimum typing speed of **40 words per minute net**. Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Duties: Responds to confidential requests for information from citizens, attorneys, and others; provides information, collects fees, and prepares certified documents. Enters, updates, and retrieves information utilizing a computerized



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

COUNTY CLERK

Deputy Court Clerk II /Equipment Operator (\$31,932 - \$41,613)

Education and Experience: High school diploma or equivalent and three years of court/legal experience is required, preferably court file maintenance experience. Certification as a Certified Electronic Operator (CEO) is required within six months of employment.

Typing Requirement: Must have a typing speed of **40 words per minute net**. 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 (\$29,030 - \$37,833)

Education and Experience: Associate's degree and two years of related experience; **OR** a high school diploma or GED and four years of related experience.

Typing Requirement: Minimum typing speed of **40 words per minute net**. 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.

Additional Requirements: Must possess a valid driver's license. Current appointment as a Notary Public in the State of Michigan or the ability to become one within six months. Must obtain and maintain Election Administrator Accreditation from the State of Michigan Bureau of Elections. Will be expected to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/ or audio logical appliances and devices to increase mobility. Must have the ability to lift up to 40 pounds. Will be subject to a background check and fingerprinting.

Necessary Skills: Demonstrated proficiency in the use of word processing, spreadsheet, and other applications software. Excellent skills in verbal and written communication, organization, work prioritization, and attention to detail.

Desired: Prior experience with conducting local elections.

Duties: Assists with local, state, and federal elections, including school districts, the intermediate school district, and Lake Michigan College. Performs a variety of office tasks relating to elections, including creating/filing necessary forms, notarizing documents, processing fees, and record maintenance. Processes voter registration forms and maintains the state Qualified Voter File. Participates in all aspects of Election Day preparation, post-election Canvassing, recall, and recount election processes, and the distribution of the county deaths to local clerks. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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COUNTY CLERK

Elections Administrator (\$38,638 - \$50,355)

Education and Experience: Bachelor's degree in a related field; **OR** an associate's degree and two years of related experience; **OR** a high school diploma or GED and four years of related experience.

Typing Requirement: Minimum typing speed of **40 words per minute net**. 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.

Additional Requirements: Ability to lift 35 to 40 pounds. Demonstrated proficiency with Microsoft Office suite products. Will be required to submit to a background check and fingerprinting.

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

Duties: Performs unique computer programming/coding for city, township, village, and school elections in Berrien County. Prepares memory cards for every precinct for each election. Maintains the statewide Qualified Voter File for the County. Creates detailed voter reports in all media. Coordinates training; creates training materials; and develops training seminars. Prepares and publishes all Notices of Registration and Notices of Election. Acts as the County Clerk on the County Elections Commission when necessary. Summons and assists the County Board of Canvassers. Prepares and maintains a permanent record of all canvasses. Supervises Campaign Finance filings. Responsible for the notification of late fees and collection. Backs up the Circuit Court File Clerk I. Assists at the counter and phone customers. Balances financial transactions in software application. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

COUNTY CLERK

Recount Worker – Temporary/ Part-Time (\$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.

Education and Experience: Must be a qualified and registered elector of the State of Michigan.

Desired: Experience working as an election inspector in a polling precinct or absent voter counting board.

Duties: Assists the County Board of Canvassers in conducting election recounts. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

COUNTY CLERK

Senior Clerk (\$31,932 - \$41,613)

Education and Experience: A high school diploma or equivalent and a minimum of three years clerical experience.

Typing Requirement: Minimum typing speed of **50 words per minute net**. 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.

Additional Requirements: Possession of valid driver's license. Ability to lift up to 40 pounds. Subject to a criminal background check and fingerprinting. Must pass a pre-employment physical, including a drug screen, as a condition of employment.

Necessary Skills: Demonstrated proficiency in Microsoft Office software. Good attention to detail. Skill in operation of office equipment and in Microsoft Office software. Ability to work effectively with officials, other employees, and the public.



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Desired: Additional course work in typing, bookkeeping, or related field is preferred. Prior related experience in the County Clerk's Office. Knowledge of modern office and bookkeeping practices. Reasonable knowledge of the legal requirements involved in handling official documents; and of County organization, operations, and personnel.

Duties: Under general supervision, performs administrative tasks requiring a thorough knowledge of the Department's policies and procedures. Assists department staff in performance of job duties. Acts in the capacity of the supervisor in his/her absence. Serves as lead worker for the department's clerical staff; answers questions, provides training, and resolves problems. Responds to walk-in and telephone inquiries; provides the more complex information regarding departmental practices and procedures, which requires knowledge of state and federal rules and regulations. 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

Domestic Investigator (\$47,647 - \$63,851)

Education and Experience: A Bachelor's degree in social work, psychology, or related field is required, with previous social work or related experience preferred; **OR** a High School diploma or equivalent and a minimum of four years of full-time experience in direct human service counseling and/or investigative duties with a criminal justice agency.

Special Employment Conditions: Employees must possess a valid vehicle operator's license and pass a pre-employment physical, including drug screening. Will be fingerprinted prior to employment. Random drug screening may be a condition of continued employment. May not have any felony convictions. 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.

Necessary Skills: Must possess an ability to communicate effectively with individuals from a wide variety of socioeconomic backgrounds. Proficiency in writing, interpersonal, and communication skills. Efficiently manage time, prioritization, and productivity. Exhibit sound judgment and ability to work as part of a team. Competency with computers, computer programs, and Microsoft Office products.

Desired: Familiarity with Michigan Court Rules, Michigan statutes relating to child custody, parenting time, and child support, Office of Child Support policy, Michigan Child Support Guidelines, and Court practices and procedures.

Duties: Conducts investigations, prepares reports, and makes recommendations regarding child custody, support, and wellbeing. Investigations may include review of documentation, interviews, home visits, and communication with related professionals. Reviews cases to determine child support arrearages; assists in collecting child support payments. Develops and manages parenting time schedules. Assists in resolving disputes between litigants regarding domestic relations issues. Prepares and maintains files, records, and reports. Prepares case-related correspondence. Attends and testifies at Court hearings. Prepares, approves, and enforces Court orders. Initiates Court proceedings to resolve disagreements between parties. Investigates complaints regarding the welfare and well-being of dependent minor children and directs parties to proper resources or authorities. Regularly confers with parties and attorneys regarding domestic relations cases. Assists walk-in clients and receives phone inquiries. Explains Friend of the Court policies and procedures. Attends professional development training. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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FRIEND OF THE COURT

Staff Attorney – Temporary/Part-Time (\$39.35 - \$52.73/hr.)

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

Education and Experience: Graduation from accredited law school is required. Licensed to practice law in the State of Michigan. A minimum of five years paid, full time previous civil, criminal, juvenile, family or probate legal counseling experience is required. Must be a member in good standing of the State Bar of Michigan.

Additional Requirements: Possession of a valid vehicle operator's license. Will be fingerprinted and subjected to a background screening that includes criminal record, reputation, mental health, and moral character before employment. A pre-employment physical and drug test are required as a condition of employment.

Necessary Skills: Must possess an ability to communicate effectively and tactfully 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: Performs attorney functions in the areas of establishment of paternity and child support. This includes receiving referrals from the Michigan Department of Health and Human Services, filing complaints for paternity and support, arranging DNA testing, preparing legal documents regarding paternity and child support. Participates in court proceedings. Assists and advises the Family Division Judges regarding child support, custody, parenting time and ROPA issues. Researches statutes, case law, and court rules. Analyzes factual and legal issues, which include conclusions reached as to the status of the law for the Court and Friend of the Court, specifically. May conduct child support interviews. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

HEALTH DEPARTMENT

Breastfeeding Peer Counselor – Temporary/Part-Time (\$20,496 - \$23,056)

Note: This is a **grant-funded, part-time** position working 30 hours per week. There are no benefits.

Education and Experience: High school diploma or GED. Significant personal breastfeeding experience (does not have to be currently breastfeeding).

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position.

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. Must be accomplished in the first year of employment: complete Loving Support Peer Counseling training; attend WIC Breastfeeding Basics training; attend MSUE Peer counselor update training; attend the annual WIC conference; on-site visits by State WIC Lactation Consultants; read assigned books and materials about breastfeeding; attend other breastfeeding related conferences/training as appropriate; is a paid member of the local chapter of the LaLeche League.

Necessary Skills: Commitment and enthusiasm for promoting and supporting breastfeeding. Demonstrates the ability to communicate with diverse populations. Ability to maintain strict client confidentiality.

Desired: If possible, is or has been a WIC participant.

Duties: Builds and maintains a caseload of WIC women (pregnant and breastfeeding mothers). Makes routine periodic contacts to provide breastfeeding information and support to new mothers in their infant feeding plan. Helps mothers prevent and overcome common barriers and 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. Follows up on all client referrals and keeps accurate records of services provided to WIC participants. Teaches breastfeeding classes and/or recruits mothers at WIC clinics. Helps organize a local breastfeeding support group. Functions within a community team, including MSUE, Breastfeeding Initiative Peer Counselor, MIHP staff, hospital staff, lactation consultants, or LaLeche League leaders. 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

Children's Special Health Care Services Representative (\$31,932 - \$35,918)

Education and Experience: Bachelor's degree in family, health, or social science field; **OR** Associate's degree in the social sciences or equivalent and two years of experience with children with special health care needs; **OR** high school diploma and four years of experience with children with special health care needs.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position.

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

Necessary Skills: Strong listening and communication skills. Ability to work in partnership with health care and community service providers. Ability to work independently as well as collaboratively with team members. Sensitivity and empathy in working with special populations. Proficiency using internet based applications, MS Office Suite, and electronic medical records. Comfortable with meeting families in their home environment.

Desired: 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: Under general direction, ensures that families are receiving the services needed and are utilizing the full benefits of the CSHCS program. Assists with diagnostic referrals, program eligibility, covered services, prior authorization, and appeals process to families, providers, the community, or other agencies. Connects families with community resources, as needed. Assists CSHCS public health nurse(s) with various program activities and responsibilities. Responsible for development and maintenance of program files/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 (\$29,030 - \$32,654)

Education and Experience: Associate's 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.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position. 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. 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; always provides excellent customer service, 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

Nurse Family Partnership Program Nurse (\$46,751 - \$52,590)

Education and Experience: Bachelor's Degree in Nursing; registration as a nurse (RN) in the State of Michigan; no experience required. Applicants who do not possess a Bachelor's degree in nursing but have a registration as a nurse (RN) in the State of Michigan AND an accumulated total of two years of nursing experience may be considered for this position, although hire is dependent upon an approved variance granted from the NFP National Service Office. Preference will be given to applicants with a Bachelor's degree in Nursing.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position. Possession of a valid vehicle operator's license and a vehicle.

Special Employment Conditions: Expected to attend multiple training programs required by the Nurse Family Partnership Program. Strict adherence to the NFP program protocols and reporting requirements is expected. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

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

Duties: Assesses physical, emotional, social, and environmental needs of women and their families as they relate to health and life course development. Provides counseling and instruction to assist women and their families in attaining targeted goals in areas including prenatal and postpartum care, nutrition, parenting, well childcare, family planning, and special health problems. Develops a working relationship with women and their families that promote problem-solving competence. Promotes involvement of other family members in pregnancy, birth, and early childcare. Links women and families with community resources that are relevant to their specific needs. Consults and collaborates with other professionals involved in providing services to women and families in their caseload. Records nursing activities according to program protocols. Assumes responsibility for ongoing learning in relation to program implementation. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

HEALTH DEPARTMENT

Public Health Emergency Preparedness Coordinator (\$47,647 - \$63,851)

Education and Experience: Bachelor's degree in public health, public health nursing, environmental health, public health education, education, biology, communications, epidemiology or a related field and one year of experience in a public health, emergency preparedness, education or community planning **OR** an Associate's degree in public health, public health nursing, environmental health, public health education, education, biology, communications or a related field and three years of experience in a public health, emergency preparedness, education or community planning.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position. Possession of a valid vehicle operator's license and vehicle. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Part of 24/7 Emergency Contact Roster for Berrien County Health Department.

Necessary Skills: Computer literacy, including Microsoft Office applications and broadcast fax systems. Ability to communicate effectively. Demonstrated decision-making ability and problem solving skills. Ability to initiate, implement and coordinate policies, procedures and programs. Ability to work independently and creatively with deadlines.



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Desired: Experience working in a public health agency in communicable disease and/or emergency preparedness/response. Knowledge and familiarity of public health and community organization theory; emergency first responders and response system; state, regional, and county health systems; and social and other agencies which influence public health. Understanding of structural influences on health.

Duties: Coordinates the development and maintenance of a comprehensive public health emergency preparedness plan for Berrien County Health Department. Collaborates and coordinates emergency management activities with other public and private agencies. Implements, maintains, and regularly tests a public health emergency communication & alert system. Coordinates and/or provides training and health education to staff, community residents, health care providers, mental health agencies, planning committees, and emergency response partners. Develops and maintains departmental protocols and procedures. Serves as the point of contact for federal, state, regional, and local emergency personnel in the event of a public health crisis. Provides direction and leadership during emergency response, mitigation, and recovery activities. Maintains and participates in BCHD public health emergency contact protocols. Represents the Department at federal, state, regional, and local emergency response meetings/functions. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

HEALTH DEPARTMENT

Public Health Nurse II – Temporary/Part-Time (\$23.28/hr.)

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

Education and Experience: 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, full-time experience in a hospital, clinic, or the military services, which includes an accumulated total of one year of paid, full-time experience in community or public health field nursing. 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.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position.

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.

Desired: Thorough knowledge of nursing theory and skills. Reasonable knowledge of state and local public health programs; the practices of public health nursing; 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 public.

Duties: Promotes health through education, counseling and appropriate preventive, therapeutic, and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization, communicable disease control, nutrition education, family planning and adolescent school services. Participates in case management of children with special needs. Participates in the determination of priorities for nursing services. 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. 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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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 May 23 - 27, 2022

HEALTH DEPARTMENT

Public Health Nurse II (\$46,751 - \$52,590)

Education and Experience: 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, full-time experience in a hospital, clinic, or the military services, which includes an accumulated total of one year of paid, full-time experience in community or public health field nursing. 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.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position. 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.

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 public.

Duties: Promotes health through education, counseling and appropriate preventive, therapeutic, and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization, communicable disease control, nutrition education, family planning and adolescent school services. Participates in case management of children with special needs. Participates in the determination of priorities for nursing services. 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. 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.

HEALTH DEPARTMENT

Public Health Nutritionist I (\$42,503 - \$47,807)

Education and Experience: Bachelor's Degree in Nutrition or Dietetics, or its equivalent in terms of education, experience, or training.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position. 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.

Desired: Registration as a Dietician in the State of Michigan. Thorough knowledge of the principles of human nutrition. Considerable knowledge of dietary control of diseases. Knowledge of the principles of health education and public health administration. Ability to plan, organize and develop a public nutrition consultation and education program, Ability to apply education and public information techniques to the science of nutrition. Ability to work with community organizations in the development of nutrition programs. Considerable skill in speaking and writing concerning nutrition.

Duties: Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. Plans, develops, and implements nutritional education and high-risk care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the Department. Serves as an advisor on nutrition to special health projects such as Family



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Planning and Maternal and Child Health programs. Plans and conducts classes on nutrition and diets to groups with special nutritional needs such as heart and diabetic patients, and other participants in Health Department programs. May conduct surveys, home visits, etc. to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for Departmental programs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

HEALTH DEPARTMENT

Public Health Nutritionist II (\$46,751 - \$52,590)

Education and Experience: Bachelor's degree in nutrition or dietetics and certification as a registered dietitian; minimum of nine months of experience working in the field of nutrition or dietetics.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position. Possession of a valid driver's license and a vehicle. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Desired: Thorough knowledge of the principles of human nutrition. Considerable knowledge of dietary control of diseases, health education, and public health administration. Ability to plan, organize and develop a public nutrition consultation and education program. Considerable skill in speaking and writing concerning nutrition.

Duties: Plans, develops, and implements nutritional education and care plans for program participants in conjunction with the Women, Infants and Children's (WIC) program and the general health education programs of the department. Works with high-risk clients to develop individualized care plans and acts as a liaison with medical providers to approve requests for specialized infant nutritional needs. Develops other nutrition protocols and nutrition education lessons to be used with high-risk clients. Plans and conducts classes on nutrition and diets to groups with special nutritional needs, such as heart and diabetic patients, and other participants in Health Department programs. Serves as an advisor on nutrition to special health projects such as Family Planning and Maternal and Child Health programs. Provides consultation and in-service training on nutrition to departmental employees and employees of related health organizations. May conduct surveys, home visits, etc. to determine nutritional needs. May conduct assessments for medical/nutritional eligibility for departmental programs. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

HEALTH DEPARTMENT

Public Health Program Assistant – Temporary/Part-Time (\$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.

Education & Experience: Bachelor's Degree in health or public health related field. Undergraduate students currently pursuing a Bachelor's Degree in public health or related human services field are welcome to apply.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position. Must have possession of a vehicle operator's license. Employee will be expected to frequently lift and/or move up to 10 – 25 pounds. Varied hours may include evenings and weekends. In times of a public health emergency, may be required to report for specialized duties inside or outside of Berrien County.

Necessary Skills: Computer proficiency in windows-based programs. Excellent interpersonal skills and the ability to interact professionally and empathetically with culturally diverse individuals during a time of crisis. Adaptable, self-motivated, and able to work independently. Able to counsel from a culturally aware and client driven perspective while following HIPPA guidelines.



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Desired: Proficient in both English and Spanish. Knowledge of the community resources available to high-risk individuals. Understanding of structural influences on health, including the intersections of health with race, education, and income.

Duties: Provides support to varying programs and departmental areas both within Health Department locations and within the Berrien County community. Assists development of health projects, data collection, and report preparation. Recommends solutions and serves as resource to improve program management. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

HEALTH DEPARTMENT

Registered Sanitarian (\$46,751 - \$52,590)

Education and Experience: A Bachelor's degree in the field of environmental health, biological, chemical, physical sciences, or engineering. Three years as an environmental health sanitarian working in general environmental health. Must have Registered Sanitarian status with the State of Michigan. If not registered with the State of Michigan, the employee is titled "Sanitarian" and paid at one grade LESS on the salary schedule. May qualify with an Associate's Degree in the field of environmental health, biological, chemical, or physical sciences, or engineering and a minimum of two years of experience with environmental health services, food service inspection, sewage treatment or other environmental health duties.

Additional Requirements: A Berrien County application, resume, and cover letter are required for this position.

Possession of a valid vehicle operator's license and a vehicle is required. Duties require sufficient mobility and physical condition to perform essential functions of the position including lifting objects up to 50 pounds, walking, bending, stooping, and standing for extended periods. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

Desired: Reasonable knowledge of modern environmental health practices, techniques, and programs. Reasonable knowledge of county and state laws, ordinances, rules, and regulations relating to environmental health. Skills in applying the knowledge of environmental health principals to environmental health problems. Able to enforce environmental health regulations firmly but tactfully. Effective communication skills. Ability to present information before small and large groups.

Duties: Inspects and evaluates premises having environmental health significance. Enforces county and state laws, ordinances, and regulations. Provides environmental health services. Provides general consultation in relation to sanitation requirements. Provides assistance and guidance to citizens and agencies with environmental health problems and explains environmental health problems to interested groups. Prepares detailed correspondence and reports. 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.

INFORMATION SYSTEMS

Customer Service PSAP Technology Specialist (\$42,503 – \$55,391)

Education and Experience: Bachelor's degree in Computer Information Systems or computer-related field; and minimum of one-year full-time experience in a Customer Service customer support environment using computerized software **OR** Associate's degree in Computer Information Systems or computer-related field; and Minimum of three years full-time experience in a customer support environment using computerized software.

Additional Requirements: Must have a valid Driver's License and reliable vehicle. No Felony Convictions. Will be required to successfully complete initial intensive and periodic training and maintain certifications. May be required to travel off-site.



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Typing Requirement: Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. 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.

Necessary Skills: Knowledge of computer hardware, software, and standard office software applications. Ability to differentiate colors and read maps, dispatch controls and charts. Basic understanding of GIS databases. Must be able to master PSAP telephony system, dispatch computer applications and practice proper security measures. Able to work independently and follow complex instructions, work independently, multitask and problem solve with good judgement. Strong interpersonal and communication skills. An understanding of data-enhanced 911 systems and radio communications systems.

Desired: Basic knowledge of network wiring; ESRI ArcGIS and similar applications; and laws and practices pertaining to emergency services. Familiarity with principal locations in Berrien County. Prior experience in public safety telecommunications, law enforcement, fire science, or emergency medical.

Duties: Under supervision of the Operations Manager, oversees the implementation and maintenance of all computer related technology at Public Safety Answering Points (PSAPs); troubleshoots and resolves customers' problems to promote accurate and timely processing of public-safety calls; repairs and maintains data processing equipment and related hardware. Observes the operations of the equipment and reports malfunctions or deviations from the standard. Facilitates and/or trains staff on the use of technology used by PSAPs. Subject to call-in during off duty hours. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

INFORMATION SYSTEMS

Switchboard Operator – Temporary/Part-Time (\$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.

Education and Experience: 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, 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 names, 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. Assists walk-in visitors with routine information and/or directs them to the proper location for service. Maintains up-to-date knowledge of the department'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.



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JUVENILE CENTER – 24 HOUR FACILITY

Case Manager II (\$52,412)

Education and Experience: Master's Degree from an accredited college or university in psychology, social work, counseling, corrections, criminal justice, or other related human services field and one year of paid full-time professional experience in a juvenile facility, court system or other related child welfare/social services agency. A valid professional license from the State of Michigan in one of the above disciplines.

Additional Requirements: Must pass a pre-employment physical, drug test, and a criminal and civil record check. A mental health screening may be conducted before or during the course of employment. Employees will be fingerprinted. Must submit to random drug and alcohol testing. May be assigned to work at any Berrien County Trial Court location. Works flexible hours, weekends, and holidays.

Necessary Skills: Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the public.

Desired: Graduate Coursework in Social Work, Criminal Justice, Corrections Administration, Counseling, or Psychology. Knowledge of professional standards and administrative rules relating to juvenile detention and residential facilities. Knowledge of computer applications in justice systems. Paid full-time experience working with juvenile or adult offenders. Experience in coordinating the daily programming and stated responsibilities in a juvenile facility. Experience in group-oriented/cognitive behavioral treatment or detention programs. Knowledge of evidence-based practices and assessment tools. Michigan licensure in Social Work, Psychology, or related behavioral health field.

Duties: Serves as the designated social services worker in the Juvenile Center programs. Participates in planning, implementing, supervising, and reporting on programs, projects, and tasks for youth and their families. Counsels residents and their families. Coordinates social services and treatment plans for assigned youth. Maintains accurate and complete case files. Participates in the development and implementation of the staff development program. Participates in the planning and implementation of therapeutic recreational programs and activities for youth. Lead worker, responsible for delegating assignments to staff and ensuring the completion. Assists in ensuring compliance with Michigan Administrative Rules relating to Juvenile Detention and Residential Facilities as well as other professional standards. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

JUVENILE CENTER – 24 HOUR FACILITY

Clinical & Treatment Services Manager (\$69,759 - \$93,485)

Education and Experience: Master's degree from an accredited institution in an appropriate mental/behavioral health discipline and at least two years paid professional experience that includes providing direct mental health services and supervising programs and staff. Must be registered with the State of Michigan as one of the following: Licensed Social Worker, Licensed Psychologist, Licensed Professional Counselor, or Licensed Marriage and Family Therapist.

Additional Requirements: Ability to maintain confidentiality, effective working relationships, and interact effectively with the public. May be required to work holidays and weekends, or be on call as scheduled. Is expected to be available and reachable on and off duty. Must pass a pre-employment physical, drug test, and a criminal/civil record check. Employee will be fingerprinted. A mental health screening may be conducted before or during the course of employment.

Desired: Knowledge and application of the following: family systems theory; behavioral therapies; cognitive-behavioral therapy theory; family therapies theory; child development and its application in treatment; social skills assessment and intervention; mental health issues and interventions in juvenile detention, juvenile correctional facilities or treatment programs. Demonstrated ability to supervise, train, and lead a team of mental health professionals.



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Duties: Responsible for developing, implementing, coordinating, supervising, and evaluating all aspects of the clinical and treatment services provided to Juvenile Center residents and their families. Directly supervises childcare personnel, counselors, clinical staff, case managers, community supervision personnel, and supervisory level employees. Provides emergency crisis intervention with emotionally disturbed residents and ongoing counseling and therapy according to individual treatment plans. Provides intensive family therapy, conducts mental health evaluations for residents or other Court Wards. Provides in-service training and consultation for staff as needed. Ensures and documents continuous compliance with applicable American Correctional Association Accreditation Standards and Michigan Administrative Rules. 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 – Temporary/Part-Time (\$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.

Education and Experience: 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

Juvenile Center Assistant Supervisor (\$43,316)

Education and Experience: A Bachelor's degree in Behavioral Sciences or related field, or 60 semester hours of college credit with a minimum of two (2) years of paid, full-time experience working with juvenile delinquents or adult offenders in the justice field, or with clients in the social service/mental health fields.

Additional Requirements: May be required to work weekends and holidays or be on call. May be required to fill in for other supervisory vacancies as needed. May be required to provide after hours, weekend and holiday assistance to police agencies, the Juvenile Center, Court, and the Prosecuting Attorney's Office.

Desired: Coursework in Criminal Justice, Corrections, or Administration. Supervisory experience in the field of juvenile or residential treatment facilities. Knowledge of computer application in the justice system.

Duties: Supervises the work of Juvenile Center Group Leaders, Youth Specialists, substitutes, or unpaid personnel on assigned shifts. Participates in the selection, training, discipline, and evaluation of center employees, volunteers, or interns. Distributes or ensures that staff distributes medications to residents as prescribed. Implements medical treatment plans as ordered, and processes resident medical complaints. Maintains optimal security and programming in the facility by monitoring the facility's security camera system and communication system. Arranges and supervises transportation for residents to and from home, court, hospital, dentist, doctor, etc. Assists the Juvenile Center Supervisor on the shift as needed or requested. Provides direct and immediate feedback or corrective discipline to childcare staff. Ensures the implementation and documentation of emergency procedures by staff. Ensures that behavior management guidelines are strictly followed. Monitors and/or coordinates all resident population movement within the facility and necessary security precautions are followed. Serves as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director, or 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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JUVENILE CENTER – 24 HOUR FACILITY

Secretary – Temporary/Part-Time (\$13.50/hr.)

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

Education and Experience: A high school diploma or equivalent and a minimum of six months to one year of clerical/secretarial work experience.

Typing Requirement: A minimum typing speed of **45 words per minute net** is required. Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

Youth Specialist – Temporary/Part-Time (\$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.

Education and Experience: Thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology. A combination of qualifying experience and training may be considered in lieu of the educational requirement. The Court reserves the right to make the final judgment about what constitutes an appropriate combination of education, experience, and training by an applicant.

Duties: The Temporary Youth Specialist works as an on-call employee to fill temporary vacancies in the full-time 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.

JUVENILE CENTER – 24 HOUR FACILITY

Youth Specialist I (\$34,903)

Education and Experience: Thirty semester or forty-five quarter hours of college education which includes three semesters or four quarter hours of psychology and previous experience in social services or juvenile direct care. A combination of qualifying experience and training may be considered in lieu of the educational requirement. The Court reserves the right to make the final judgment about what constitutes an appropriate combination of education, experience, and training by an applicant. 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.

Additional Requirements: Must submit to fingerprinting. 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.

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 affecting the Juvenile Center. Intervenes in crisis situations when necessary, 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.



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JUVENILE CENTER – 24 HOUR FACILITY

Youth Specialist II (\$38,392)

Education and Experience: 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 (\$34,903).

Additional Requirements: Must submit to fingerprinting. 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.

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 affecting the Juvenile Center. Intervenes in crisis situations when necessary, 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 & RECREATION

Lifeguard (\$11.75/hr.)

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

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. 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.

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 oversee 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. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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PARKS & RECREATION

Park Maintenance (\$10.00/hr.)

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

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

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; backpack 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 & RECREATION

Park Ranger (\$10.00/hr.)

Note: This is a **temporary, part-time** position working a maximum of 1,000 hours per calendar year. There are no benefits. An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Positions are available year-round 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, enforcing park rules, assisting park visitors, and performing other duties as required. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PROSECUTOR'S OFFICE

Assistant Prosecuting Attorney II (\$69,759 - \$93,485)

Education and Experience: Graduation from law school and a minimum of two years paid, full-time previous civil, criminal, appellate, or probate legal counseling experience.

Additional Requirements: Must be a member of the State Bar of Michigan.

Duties: Under general supervision of the County's Prosecuting Attorney, prosecutes complaints for and on behalf of the County and other official agencies. Receives, reviews, and approves police reports and arrest warrants. Prosecutes difficult criminal complaints. Conducts legal research and processes extradition cases. Prepares legal briefs, petitions, and search warrants. Represents the People of the State of Michigan in court, as well as argues cases in front of the Court of Appeals and Supreme Court. Interprets and applies criminal statutes. Assists less experienced Assistant Prosecuting Attorneys by recommending strategies and techniques. Reviews and handles all juvenile matters including delinquencies, truancies, and status offences. Provides after hours, weekend, and holiday assistance to police agencies regarding the review and authorization of felony arrests, legal questions, search warrants, and exigent matters. Exercises a considerable degree of independent judgment throughout each state of the criminal justice process. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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PROSECUTOR'S OFFICE

Legal Secretary II – Temporary/Part-Time (\$14.45/hr.)

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

Education and Experience: An Associate's degree in secretarial science or criminal justice, one year of paid full-time secretarial/clerical experience **OR** high school graduation or GED certificate and three years paid, full-time secretarial/clerical experience. Must possess a valid vehicle operator's license.

Typing Requirement: Must have a minimum typing speed of **60 words per minute net**. Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed.

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

Duties: With minimal supervision, performs secretarial and clerical duties to ensure the timely flow of all necessary paperwork to support the operations and programs of the department. Perform office duties, which require extensive knowledge of departmental practices and procedures and must possess the ability to think and act independently. May be required to work in any Berrien County Court location. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PUBLIC DEFENDER'S OFFICE

Assistant Public Defender I (\$57,652 - \$77,259)

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

Additional Requirements: Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver's license and have access to a vehicle.

Necessary Skills: Ability to operate technology and typical office equipment. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Must exercise common sense and good judgment; maintain confidentiality with highly sensitive information; learn quickly, multitask, and function efficiently under stressful and distracting conditions. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.

Note: APDs may participate only in Berrien County Public Defender Office 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. Reviews charging instruments, police reports and other discovery provided by the prosecution. Promptly meets with clients and learns the client's goals for the representation and any special needs of the client; determines what further fact investigation to undertake and directs that investigation; determines what legal issues need development and researches those issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation; maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions; maintains accurate, complete, and legible case files. Performs duty attorney functions as assigned. Special projects as assigned. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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 May 23 - 27, 2022

PUBLIC DEFENDER'S OFFICE

Assistant Public Defender II (\$63,416 - \$84,983)

Education and Experience: Graduation from an accredited law school; 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.

Additional Requirements: Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver's license and have access to a vehicle.

Necessary Skills: Ability to operate technology and typical office equipment. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Must exercise common sense and good judgment; maintain confidentiality with highly sensitive information; learn quickly, multitask, and function efficiently under stressful and distracting conditions. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.

Note: APDs may participate only in Berrien County Public Defender Office 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. Reviews charging instruments, police reports, and other discovery provided by the prosecution; promptly meets with clients and learns the client's goals for the representation and any special needs of the client; determines what further fact investigation to undertake and directs that investigation; determines what legal issues need development and researches those issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation; maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions; maintains accurate, complete, and legible case files. Performs duty-attorney functions as assigned. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PUBLIC DEFENDER'S OFFICE

Assistant Public Defender III (\$76,734 - \$102,831)

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

Applicants that do not meet the minimum requirements for APD II, but have at least one year of criminal defense experience may qualify for APD II (\$63,416 - \$84,983); applicants with no prior experience may qualify for APD I (\$57,652 - \$77,259).

Additional Requirements: Must successfully pass a pre-employment physical and drug screen. Must possess a valid driver's license and have access to a vehicle.

Necessary Skills: Ability to operate technology and typical office equipment. Able to utilize the services of interpreters when necessary. Effective communication skills, with the ability to relate empathetically to clients with diverse backgrounds and special needs. Must exercise common sense and good judgment; maintain confidentiality with highly sensitive information; learn quickly, multitask, and function efficiently under stressful and distracting conditions. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.



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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. Reviews charging instruments, police reports, and other discovery provided by the prosecution; promptly meets with clients and learns the client's goals for the representation and any special needs of the client; determines what further fact investigation to undertake and directs that investigation; determines what legal issues need development and researches those issues. Negotiates with the prosecution and promptly advises the client of the status of those negotiations. Litigates any legal issues that are necessary and appropriate, including bringing cases to trial. Conducts any post-trial litigation; maintains availability to other staff members for consultation and education; participates in training programs; maintains current knowledge of appropriate support functions; maintains accurate, complete, and legible case files. Performs duty-attorney functions as assigned. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

PUBLIC SAFETY COMMUNICATIONS CENTER

Public Safety Dispatcher – (\$42,028)

Education and Experience: High School Diploma or equivalent certificate. Minimum of two years of previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity.

Typing Requirement: Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. 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.

Additional 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 standards. Must be able to work different shifts, weekends, holidays, and overtime as necessary. Will not be able to schedule routine break periods. Will be required to successfully complete initial intensive and periodic training and maintain certifications. Must have the ability to master the telephone system, and departmental dispatch computer applications.

Necessary Skills: Must have the ability to communicate well verbally and in written English. Must possess communication skills that allow for accurate critical information gathering when assisting the public involved in high-stress and/or life-threatening situations. Must be able to act quickly and accurately; perform more than one function at a time; devote the necessary attention and concentration necessary to work in a fast-paced environment; and sit/stand for long periods.

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. Data entry or related computer experience. Bilingual speaking skills.

Duties: Receives emergency/non-emergency calls over various telecommunication devices. Mobilizes the appropriate public safety services. Executes proper emergency alerts and public warnings as required. Performs computerized Law Enforcement Information Network (LEIN) inquiries and entries via computer and radio. Practices proper security measures of the facilities and departmental systems, including the safeguarding of confidential information. May appear in court as a witness to participate in proceedings regarding involvement in call-related cases. Performs general and clerical support duties. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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Equal Opportunity Employer May 23 - 27, 2022

PUBLIC SAFETY COMMUNICATIONS CENTER

Public Safety Dispatcher – Temporary/Part-Time (\$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.

Education and Experience: High School Diploma or equivalent certificate. Minimum of two years of previous related work experience in a capacity requiring interacting with the public, preferably in a customer service or communications/telephone capacity.

Typing Requirement: Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. 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.

Additional 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 standards. Must be able to work different shifts, weekends, holidays, and overtime as necessary. Will not be able to schedule routine break periods. Will be required to successfully complete initial intensive and periodic training and maintain certifications. Must have the ability to master the telephone system, and departmental dispatch computer applications.

Necessary Skills: Must have the ability to communicate well verbally and in written English. Must possess communication skills that allow for accurate critical information gathering when assisting the public involved in high-stress and/or life-threatening situations. Must be able to act quickly and accurately; perform more than one function at a time; devote the necessary attention and concentration necessary to work in a fast-paced environment; and sit/stand for long periods.

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. Data entry or related computer experience. Bilingual speaking skills.

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ROAD DEPARTMENT

Engineering Summer Intern – Seasonal Full-Time (\$16.00/hr.)

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

Education and Experience: Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. Enrolled, majoring in, or have completed coursework in an engineering, construction management or closely related four-year academic program. If the Internship occurs during the summer, the student may provide proof of enrollment.



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Additional Requirements and Employment Conditions: A valid Michigan Driver's License is required for employment along with the ability to drive a pickup or light duty diesel truck. The ability to lift up to 50 pounds and walk over long distances and rough terrain. Work is performed in the office or in the field in varying weather conditions. Physical hazard from traffic and construction equipment at the work site may be present. Physical exertion may be required to lift equipment weighing up to 50 pounds. Mobility is required for walking over long distances and rough terrain on construction sites.

Desired: Enrolled in a civil engineering or construction management program. Familiar with computer programs (Microsoft Office, Adobe, and AutoCAD); engineering software; construction drawings; and engineering plans/specifications. Knowledge of mathematics; elementary engineering principles and practices; and materials and equipment used in the area of specialization. Ability to communicate effectively in a multicultural workforce serving a diverse population.

Duties: Assist with sign maintenance, data collection, and materials testing. Assist with design, survey, and construction. Prepare data, reports, and correspondence using Microsoft Office products. Review engineering calculations, file project documents, data entry, and organize field and office data. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

ROAD DEPARTMENT

Mechanic (\$27.50/hr.)

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

Additional Requirements: 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 and repair orders.

Duties: Safely and proficiently operate motor vehicles, including commercial motor vehicles and with various attachments affixed. Repairs diesel engines. Safely and proficiently, operate specialized equipment. 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. Uses electronic diagnostic programs to find engine problems and to monitor maintenance schedule of the equipment. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

ROAD DEPARTMENT

Medium Equipment Operator (\$22.00/hr.)

Education and Experience: High school diploma or GED and two years of experience in a construction trade or truck driving.

Additional Requirements: Must possess and maintain a valid Class-A Michigan Commercial Driver's License (CDL) an appropriate medical card throughout employment. Must have current driver license with no restrictions for nighttime 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. Must be physically able to perform job duties with varying frequency and duration, including but not limited to: repetitive bending, twisting, stooping, standing, climbing, and lifting up to 80 pounds. Must occasionally be available to work shifts exceeding 8 hours.

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



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Duties: Operate Road Department motor vehicles, including commercial motor vehicles and attachments of various sizes and shapes. Safely and proficiently, operate various hand and motorized specialty tools. 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 (\$68,090 - \$76,636)

Education and Experience: Bachelor's degree in Civil Engineering and related work or course work in the road transportation area.

Additional Requirements: Holds a Professional Engineering License thru the state of Michigan or a state recognized by Michigan throughout employment. Valid Driver's license. Demonstrates advanced CAD skills.

Desired: Ability to become certified as a storm water management construction site operator.

Duties: Serves as designated project engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Responsible for road engineering projects performed under the 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. Creates engineering designs using computer aided drafting equipment of topographic surveys, cross-sections, construction plans, and as-built plans. Ensures timely, accurate, and complete work projects. Prepares reports and technical memos. Mentors, trains, and assigns tasks to and directs staff engineers. Interacts with officials, contractors, the public, and others. Conducts project meetings and presents specific aspects of engineering assignments. Conducts public presentations. 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 Department Director (\$97,267 - \$130,347)

Education and Experience: Bachelor's Degree in Public Administration, Business Administration, or Civil Engineering (Master's degree in any of these fields is preferred) and at least eight years of experience in road construction/maintenance, civil engineering, or a related field, preferably in a unionized setting, with at least four (4) years of these eight years being in positions of management and supervision; **OR** Associate's Degree in Business Administration or related field and at least ten years of experience in road construction/maintenance, civil engineering, or a related field, preferably in a unionized setting, with at least six years of these twelve years being in positions of management and supervision.

Duties: Under the direction of the Berrien County Administrator, oversees all activities of the Berrien County Road Department, including road design, construction, and maintenance of roads, and the equipment maintained by the department, in accordance with established policies and regulations. Recommends policies through the County Administrator to the County Board of Commissioners and ensures implementation of approved policies. Establishes internal procedures for the Road Department. Represents the Berrien County Road Department with other governmental entities and various public groups. 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

Senior Project Engineer (\$74,899 - \$84,299)

Education and Experience: Bachelor's degree in Civil Engineering and ten (10) years of engineering experience.

Additional Requirements: Holds a Professional Engineering License thru the state of Michigan or a state recognized by Michigan throughout employment. Valid Driver's license. Demonstrates advanced CAD skills.

Desired: Ability to become certified as a storm water management construction site operator.

Duties: Serves as designated project engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Responsible for road engineering projects performed under the 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. Ensures timely, accurate, and complete work projects. Prepares reports and technical memos. Mentors, trains, and assigns tasks to and directs staff engineers. Interacts with officials, contractors, the public, and others. Conducts project meetings and presents specific aspects of engineering assignments. Conducts public presentations. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ROAD DEPARTMENT

Shop Foreman (\$63,449 - \$71,410)

Education and Experience: Associates degree in Construction Management or a closely related field and five years of equipment maintenance experience **OR** High School diploma or equivalent and seven years of equipment maintenance experience. If an applicant does not meet the current minimum requirements, they may be hired as a trainee and compensated one pay grade lower until the minimum requirements are met.

Additional Requirements: Must have and maintain a current driver's license with no restrictions. Possess and maintain a valid Class-A Michigan Commercial Driver license and appropriate medical card at all times. Position is subject to as needed overtime.

Necessary Skills: In depth understanding of equipment maintenance manuals, electrical and hydraulic.

Duties: Manages the day-to-day care and maintenance of the equipment and shop within. Budgets in accordance with current policies, laws, and regulations. Supervises the shop personnel. Prepares bid specifications for equipment or shop tools. Identifies equipment and facility maintenance needs. Schedules staff, equipment, and outside firms to accomplish the required maintenance work. Purchases parts and maintenance items to maintain proper inventory and monitors the orders in accordance with specifications. Prepares required time sheets, material and part use sheets, purchase orders, inventory records, equipment records, and other required Road Department records. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities by a person so classified.



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ROAD DEPARTMENT

Staff Engineer I (\$56,272 - \$63,335)

Education and Experience: Bachelor's degree in civil Engineering and additional related work or course work in the road transportation area is desired. Applicants that meet the minimum educational requirement above and have at least two years of engineering experience may qualify for Staff Engineer II (\$61,901 - \$69,668).

Additional Requirements: Hold an EIT thru the state of Michigan or a state recognized by Michigan throughout employment. Valid Driver's license. Demonstrates basic CAD skills.

Desired: Ability to become certified as a storm water management construction site operator.

Duties: Serves as staff/assistant engineer on selected local, state, and federally funded projects. Works on multiple projects at a time. Assists with road engineering projects performed under the township project program. Responsible for performance and documentation of construction including inspection, material sampling, density testing and testing of aggregate, bituminous, and concrete materials. Performs field survey, preliminary design, cost estimates, final design, construction drawings, specifications, and right of way acquisition. Creates engineering designs using computer aided drafting equipment of topographic surveys, cross-sections, construction plans, and as-built plans. Ensures timely, accurate, and complete work projects. Prepares reports and technical memos. Attends project meetings and presents specific aspects of engineering assignments. Performs routine technical work using basic engineering skills. Acquires an understanding of professional and ethical responsibilities. Prepares permit applications. 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

Summer Road Construction – Seasonal Full-Time (\$14.00/hr.)

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

Requirements: High School Diploma or GED or any equivalent combination of training and or experience that provides the required knowledge and abilities.

Additional Requirements: Must pass job related tests. Must have and maintain a valid Michigan Driver's License and a satisfactory driving record. Subject to random drug and alcohol testing. May be required to work occasional evenings, nights, weekends, or holidays. Subject to mandatory overtime at any time including for emergency conditions. Must be able to change work locations with little to no prior notice.

Physical Requirements: The ability to perform a variety of routine manual labor tasks, including frequent bending, twisting and stooping, lifting, carrying, pushing/pulling, constant walking and standing. Must be able to lift objects weighing 50 pounds or more. The work is performed outdoors in a construction environment in all types of weather in a variety of potential hazards with working near traffic and heavy equipment.

Desired: Knowledge of equipment, materials, and tools used in routine road construction; maintenance and repair work; potential hazards, and general safety. Able to use hand/power tools and drive a pickup truck or other light vehicles. Good communication skills. Ability to understand and follow directions in verbal and written form; perform basic math calculations; learn a variety of skills; adapt to change; and maintain effective relationships with coworkers and the public.

Duties: Safely performs all work zone traffic control duties. Loads and unloads equipment, materials, and supplies. Cleans and clears culverts, drainage ditches, and other drainage structures. Maintains vegetation using hand and power tools. May pick up refuse and cleanup work. Installs traffic channelization devices. Performs asphalt pavement repair. May manually prepare sub grade for paving and assist in installing concrete drain tile and culvert pipe. Assists sealcoat operations team. Performs manual labor tasks, preventative maintenance, and cleaning of equipment and tools. Completes service requests. Drives a pickup truck or light duty diesel truck. May operate a computer, mobile data collector, digital camera, etc. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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SHERIFF'S OFFICE

Account Clerk III (\$29,030 - \$32,654)

Education and Experience: A high school diploma or equivalent and a minimum of one and a half years of bookkeeping or accounting experience.

Typing Requirement: Must be able to type **40 words per minute net** as administered through County Personnel department testing measures. 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.

Additional Requirements: Ability to prepare accurate financial reports and records in a timely manner. Perform mathematical computations. Ability to lift 50 lbs. Plan and organize work. Work effectively with department officials, vendors, co-workers and the public.

Desired: Considerable knowledge of bookkeeping, accounting, and statistical principles, practices, and procedures.

Duties: Performs a variety of accounting related duties, assisting in the maintenance of accurate accounting records. Prepares invoices, receipts, deposits, and preliminary financial reports. Operates a variety of office equipment. Processes and enters overtime slips/holiday forms for the Sheriff's Office staff and produces necessary spreadsheet reports. Enters daily billing for inmate medical services. Processes and verifies cash for bonds, transfers funds, and closes inmate accounts. Facilitates inmate money order endorsements. Prepares daily bank deposits for inmate accounts and issues checks/debit cards to released inmates and other facilities. Produces a variety of spreadsheet reports for all related moneys processed. Collects and processes inmate commissary invoices; processes, sorts and verifies deliveries of commissary orders; and facilitates and commissary orders for qualified indigent inmates. Packs individual indigent commissary orders. Performs Inmate Accounting Clerks duties during absences. 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 OFFICE

Animal Control Officer – (\$41,214)

Education and Experience: 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.

Additional Requirements: Must possess and maintain a valid vehicle operator's license and concealed pistol license throughout the tenure of employment. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment and deputized by the County Sheriff. Must be certified in CPR and First Aid. Completion of Berrien County Reserve Academy within one year of date of hire if the class is offered.

Special Employment Conditions: An employee in this classification will be called upon to perform tasks that require lifting, carrying, or dragging large animals. An employee will be expected to have the ability to bend, stoop, climb, and crawl. 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.

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 principal locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Enforces state and local laws/ordinances concerning animal control. Patrols the county and issues citations when necessary. Responds to animal-related concerns from citizens. 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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SHERIFF'S OFFICE

Animal Control Officer – Temporary/Part-Time (\$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.

Education and Experience: 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.

Additional Requirements: Must possess and maintain a valid vehicle operator's license and concealed pistol license throughout the tenure of employment. Must be certified as an Animal Control Officer by the State of Michigan within 90 days of employment and deputized by the County Sheriff. Must be certified in CPR and First Aid. Completion of Berrien County Reserve Academy within one year of date of hire if the class is offered.

Special Employment Conditions: An employee in this classification will be called upon to perform tasks that require lifting, carrying, or dragging large animals. An employee will be expected to have the ability to bend, stoop, climb, and crawl. 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.

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 principal locations within Berrien County. Ability to defuse potentially emotional and volatile situations; skill in dealing with people of diverse backgrounds.

Duties: Enforces state and local laws/ordinances concerning animal control. Patrols the county and issues citations when necessary. Responds to animal-related concerns from citizens. 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.

SHERIFF'S OFFICE

Court Entrance Security Officer/Support Services Deputy – Temporary/Part-Time (\$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.

Education and Experience: Must be 18 years of age or older and have a high school diploma or GED.

Additional Requirements: 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 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 manage inmates effectively. 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 OFFICE

Custodian – Temporary/Part-Time (\$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.

Education and Experience: High school diploma or GED.

Duties: Performs a variety of tasks for Berrien County Sheriff's Office to include cleaning and care of epoxy flooring using floor scrubbing machine and cleansers; cleaning of kitchen equipment and appliances; cleaning of laundry appliances and other cleaning duties as assigned by the Sheriff or designee. 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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Equal Opportunity Employer May 23 - 27, 2022

SHERIFF'S OFFICE

Deputy – Enforcement Division (\$50,121)

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

Additional Requirements: 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.

Necessary Skills: Ability to read and comprehend policies and procedures to ensure appropriate deputy response behavior. Experience with typing and basic computer keyboard functions. Must have reasonable knowledge of motor vehicle code and Michigan Criminal law and procedures. Able to act quickly and use good judgment during emergencies. Ability to meet department qualifications with issued firearms.

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 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. The duties stated are intended to describe the general nature and level of working being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

SHERIFF'S OFFICE

Deputy – Jail Division (\$50,121)

Education and Experience: High school diploma or GED. Must be able to pass/complete the Michigan Sheriff's Coordinating Training Council Academy within the first 12 months of employment.

Additional Requirements: 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 manage inmates and emotionally stressful situations effectively.

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, 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. 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 OFFICE

Master Control Records Clerk (\$29,030 - \$32,654)

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

Duties: Under general supervision, performs tasks related to accurate records information through the Offender Management System (OMS). Performs clerical work and data entry in a timely, accurate manner and performs public services. 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 by telephone. Completes special projects or assignments as requested by supervisor. Maintains confidentiality of information, reports, and files of the department. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

SHERIFF'S OFFICE

Patrolman – Temporary/Part-time (\$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.

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

Additional Requirements: 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 emergencies. 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 OFFICE

Records Clerk III – Temporary/Part-Time (\$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: 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. Accurately prepares required records and reports. Assists the public in person or by telephone. Operates a variety of office equipment. Processes digital evidence photos, catalogs squad car video tapes, microfilm reader/printer and stuffing machines in the performance of job duties. Receives and processes department mail. Maintains confidentiality of information, reports, and files in department. Completes special projects or assignments as requested by supervisor. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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TREASURER'S OFFICE

Homestead and Personal Property Coordinator (\$29,030 - \$37,833)

Education and Experience: Associate's 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 of clerical/ business office experience.

Additional Requirements: Possession of a valid vehicle operator's license.

Desired: Prior Treasurer's Office experience is desired.

Duties: Responds to walk-in and telephone inquiries. Coordinates and monitors the exchange of information for personal property and homestead verification; the personal visit and process service; the mailing of first Class-And certified homestead audit notices. 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. Prepares the listing of delinquent personal property for the County Treasurer. Assists with the land sale. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TREASURER'S OFFICE

Senior Treasury Clerk (\$29,030 - \$32,654)

Education and Experience: Associate's degree in a business-related field and a minimum of one year of clerical experience; **OR** a high school diploma or GED and a minimum of three years of clerical experience. Prior experience in a County Treasurer's Office is preferred. Additional coursework in accounting or related field is desired.

Additional Requirements: Must submit to fingerprinting. May be subjected to a criminal record check, credit history check, and clearance before employment. Must possess a valid vehicle operator's license.

Duties: Performs complex administrative duties and responsibilities requiring extensive knowledge of state real and personal property tax law, county and departmental operations, policies, and procedures. Exercises a high degree of independent judgment and initiative in performance of job duties. Serves as a lead worker for the department's tax collection section; provides training and resolves problems; acts in the capacity of the Assistant Deputy Treasurer in his/her absence. Performs property tax research for individuals, banks and mortgage companies, and invoices for services rendered. Processes delinquent real and personal property tax payments. Verifies delinquent tax status for deeds on computer tax system and certifies deeds. Balances cash registers, receipts, refunds, redemptions, and payment receipts. Processes dog licenses. Receives, opens, and distributes mail in the absence of the Treasurer. Receives monies, receipts, and documents sources. Prepares bank deposits and verifies the accuracy of deposits. Assists with the tax sale process. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

Attorney Magistrate/Research Attorney (\$69,759 - \$93,485)

Education and Experience: Graduation from ABA accredited law school; admission to practice law in the State of Michigan and in good standing with the State Bar. A minimum of three years of paid, full-time trial court experience in the practice of law or one year of prior experience as an Attorney Magistrate or Attorney Referee in the Circuit, District or Probate Court and Juvenile Court. Applicants for Attorney Magistrate may apply at a trainee level with less than the minimum experience. The successful trainee applicant will move, upon approval of the Chief Judge, from trainee salary level to full Attorney Magistrate salary level upon successful completion of the required one-year minimum experience as an Attorney Magistrate or Attorney Referee.

Writing Sample Requirement: A legal writing sample must accompany your application.



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

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

Duties: Exercises all jurisdiction, power, and authority provided or allowed by law for a District Court Attorney Magistrate, including the jurisdiction, power and authority provided in Chapter 85 of the Michigan Judicature Act (MCL 600.8501 et seq.) Enters all orders and writs incidental to execution of the jurisdiction, power, and authority granted. Performs all related clerical, computer, record keeping and related functions. Advises and assists judges, attorney magistrates, probation officers, and clerical employees. Conducts hearings related to civil infractions, misdemeanors, and small claims; swears in and examines witnesses. Accepts pleas of guilty and sentences defendants. Exercises a high degree of independent judgment throughout each step of the court's legal process. Stays current on legislation and laws affecting the court and law enforcement. Conducts complex legal research and prepares memoranda for judges. Maintains a close relationship with all court divisions, judges, probation officers, local police agencies, social service agencies, schools, and others in the community. Provides afterhours, weekend and holiday search warrant/arrest duty coverage assistance to police agencies, the court, Juvenile Center, and the Prosecuting Attorney's office. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

CJIS-LEIN Entry & Live-Scan Technician – Temporary/Part-Time (\$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.

Education and Experience: High school diploma or GED. Must maintain Michigan CJIS/LEIN Operator Certifications throughout employment.

Additional Requirements: Possess the dexterity and mobility necessary to scan fingerprint images from subjects referred by the court.

Typing Requirement: Typing speed of **40 words per minute net**. 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



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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.

TRIAL COURT

Deputy Register (\$29,585 - \$39,646)

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

Additional Requirements: May be required to obtain and maintain SCAO Certified Electronic Operator certification. Possession of a valid vehicle operator's license. A pre-employment physical, drug test, mental health screening, and background check are required before employment. Will be fingerprinted and subject to random drug and alcohol testing during the course of employment. Must be able to lift up to 25 pounds; reach and bend; and sit/stand for prolonged amounts of time. May be assigned to work at any Berrien County Trial Court location.

Necessary Skills: Computer proficiency. Exceptional communication and interpersonal skills. Strong analytical and problem-solving skills. Ability to work in a fast-paced environment, work independently, and function within a team. Will be expected to maintain confidentiality.

Typing Requirement: Must be able to type **40 words per minute net** as administered through County Personnel department testing measures. Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

Desired: General knowledge of applicable Michigan codes, statutes, and court rules.

Duties: Performs clerical/administrative tasks, including maintenance of an accurate record and information retention system on a variety of Family Division cases. Schedules hearings and case conferences. Prepares and processes various documents and records. Provides information to citizens, attorneys, and agencies. Attends court hearings and responds to procedural and factual questions of the judge. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

Enforcement Officer (\$43,316 - \$58,046)

Education and Experience: Associate's degree in accounting, business, finance, criminal justice, or related field and a minimum of two years of paid full-time experience with collection of delinquent financial obligations, loss prevention, investigative or law enforcement experience; **OR** high school diploma or equivalent and four years of paid full-time experience with collection of delinquent financial obligations, loss prevention, investigative or law enforcement experience.

Additional Requirements: Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing. Will be fingerprinted and subjected to criminal record, character, and mental health screenings prior to employment.

Necessary Skills: Strong attention to detail and goal oriented. Excellent written and verbal communication skills. Ability to analyze, appraise, and organize facts; present material clearly and logically; exercise mature judgment and



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initiative; and prioritize and manage multiple responsibilities. Commitment to excellent Customer Service. Able to maintain appropriate speech, dress, and level of conduct according to Judicial Council established standards.

Desired: Coursework or experience in business and/or public administration, finance/ accounting, criminal justice, or law. Experience in a court-related collection setting or knowledge of Accounts Receivable. Some knowledge of mainframe and personal computer applications, data collection, and automated information systems. Certified through ACA International as a Credit and Collection Compliance Officer.

Duties: Under the general supervision of the Trial Court Accounting Manager and Deputy Accounting Manager, conducts investigations regarding collection of court-ordered financial obligations. Prepares recommendations concerning fines, costs, or other reimbursement payments. Establishes and monitors installment payment plans. Investigates payment complaints and/or deficiencies. Uses available resources to assist law enforcement agencies in locating delinquent payers. Prepares show cause petitions, bench warrants, and income tax garnishments for non-compliance. Appears in court as needed. May be required to serve and process court orders. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

Juvenile Probation Officer (\$43,316 - \$58,046)

Education and Experience: Bachelor's degree in social work, psychology, criminal justice, behavioral science or related field and a minimum of one year paid full-time experience working with youth within the juvenile court system or social service agency. **Must submit college transcripts with the application.**

Additional Requirements: Must possess a valid, unrestricted Michigan driver's license, maintain personal auto insurance, and have access to reliable transportation. Complete the Michigan Judicial Institute juvenile probation officer certification training within two years of employment. Must pass a pre-employment physical, drug test, mental health screening, and a criminal and civil record check. Employees will be fingerprinted and may be required to submit to random drug and alcohol testing during the course of employment. May be assigned to work at any Berrien County Trial Court location. Management of cases may include fieldwork within the home, school and community environments. Non-traditional hours may be required.

Necessary Skills: Working knowledge of developmental and child psychology, family dynamics, behavioral disorders, and appropriate interventions. Understanding of criminal law within the Michigan court system. Computer literacy, organization skills, attention to detail, excellent written and verbal communication skills. The ability to interact effectively with diverse populations, other employees, and the public. Will be expected to maintain confidentiality.

Desired: Thorough knowledge pertaining to probation activities, casework supervision, counseling, community service, and substance abuse. Knowledge of the criminal law component of the Michigan court system. Master's degree in one of the aforementioned programs and two years of casework in a juvenile court or related child welfare agency is preferred.

Duties: Manages a caseload of delinquent youth under the jurisdiction of the Berrien County Trial Court-Family Division. Conducts investigatory processes to gather information about a youth and family. Provides dispositional recommendations to assist the Court with appropriate offender disposition. Develops, implements, and oversees an individualized plan for probationer rehabilitation with the application of risk assessment tools. Recommends social services or treatment programs based on need or in compliance with the terms of probation. Ensures youth and families understand court orders. Supervises probationers to increase assurance they follow court ordered probation terms and conditions. Maintains appropriate reports, documentation, and records. Provides testimony as an officer of the court; collects samples or specimens to test for alcohol or substance abuse. Recruits, investigates and makes recommendations regarding licensing of shelter and foster homes. Conducts training sessions with foster parents. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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TRIAL COURT

Mental Health Court (MHC) Clerical Assistant - Summer Internship (\$15.00/hr.)

Note: The temporary MHC Clerical Assistant position is bound to funds available as a part of the annual MHC Grant Contract awarded by SCAO. This position is intended to work an estimated 200 hours under the current grant contract. In the event that grant funding is insufficient, this position terminates at the end of the funded grant cycle, unless alternative funding is obtained.

Education and Experience: Associates degree in criminal justice, health science, social science, social work, business or other related field; **OR** at least 20 college credits with an interest in pursuing a degree in criminal justice, law, health science, social science, social work, business or other related field. **Transcripts required with application**, unless waived or deferred by MHC judge.

Necessary Skills: Strong computer proficiency, with experience using Microsoft Office software. Comfortable speaking in public with strong written and verbal communication skills.

Desired: Fluency in languages other than English. Experience working with diverse populations.

Duties: Maintains the procedural and clerical elements of the MHC program. Interacts with MHC participants following referral and throughout the program to maintain current records and information adhering to all confidentiality requirements. Serves as liaison for and among MHC stakeholders and team members. Schedules hearings and meetings, including stakeholder gatherings. Assists in the preparation and distribution of program reports and statistics, as required by the SCAO or at the request of MHC stakeholders. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

Misdemeanor Probation Officer (\$43,316 - \$58,046)

Education and Experience: Bachelor's degree in criminal justice, social work, psychology, or related field and one year of full-time professional probation or counseling experience.

Additional Requirements: State mandated certification as a Certified Criminal Justice Professional, or similar state certification, for substance abuse counseling and assessments is required within one year of employment. Must possess a valid vehicle operator's license. Must pass a pre-employment physical, drug test, and a criminal and civil record check. Employees will be fingerprinted and may be required to submit to random drug and alcohol testing during the course of employment.

Work Conditions: May perform work in an environment that involves a moderate degree of hazard. Will be required to conduct defendant interviews in an office, jail, or in-custody environment. May be assigned to work at any Berrien County Trial Court location. Required to maintain on-call status. Must be able to lift up to 25 pounds; reach and bend; and sit/stand for prolonged amounts of time.

Necessary Skills: Computer literacy, organization skills, and excellent written and verbal communication skills. The ability to interact effectively with other employees and the public. Able to work independently. Will be expected to maintain confidentiality.

Desired: Thorough knowledge pertaining to probation activities, casework supervision, counseling, community service, and substance abuse. Knowledge of the criminal law component of the Michigan court system.

Duties: Supervises persons placed on probation to ensure compliance with court-ordered probation. Administers assessments, investigates backgrounds, and develops individualized treatment recommendations for probationers. Assists probationers with employment searches, completion of education, and training to improve life and work skills. Refers clients to community rehabilitation and counseling programs. Conducts individual alcohol and/or drug urine or saliva collections for testing. May perform pretrial review of selected individuals and recommend bond, pretrial release bond conditions, and monitoring as directed. Prepares and maintains case records. This description is intended to describe the type and level of work to be performed by a person assigned to this classification.



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TRIAL COURT

Pretrial Officer (\$43,316 - \$58,046)

Note: This is a grant-funded position.

Education and Experience: Bachelor's degree in criminal justice, corrections, social work, or related field.

Additional Requirements: Valid vehicle operator's license. Must pass a pre-employment physical, including drug testing. Must submit to background check and fingerprinting prior to employment. State mandated certification as a Certified Criminal Justice Professional, or similar state certification, for substance abuse counseling and assessments will be required within one year of employment.

Work Conditions: May perform work in an environment that involves a moderate degree of hazard. Will be required to conduct defendant interviews in an office, jail, or in-custody environment. May be assigned to work at any Berrien County Trial Court location. Subject to random drug and alcohol testing during the course of employment. Must be able to lift up to 25 pounds; reach and bend; and sit/stand for prolonged amounts of time.

Necessary Skills: Computer literacy and experience using Microsoft Office software. Excellent written and oral communication skills. Demonstrated ability to condense large volumes of information into clear and concise reports. Working knowledge of the Criminal Justice System. Analytical and problem resolution ability. Able to interact effectively with diverse populations, other employees, and the public. Will be expected to maintain confidentiality.

Duties: Responsible for evaluating defendants for their risk of failure to appear at Court and risk to public safety. Interviews defendants following the booking process at the jail. Makes recommendations concerning bond conditions. Supervises and monitors defendants released from custody to ensure compliance with Court ordered bond terms and conditions. Conducts detailed investigations to determine the eligibility for pretrial release. Monitors the collection of urine and saliva specimens, conducts breath analysis and maintains accurate records regarding testing. Refers clients to community rehabilitation programs as appropriate. Testifies in court as a program representative. This description is intended to describe the type and level of work to be performed by a person assigned to this classification. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

TRIAL COURT

Trial Court Clerk II (\$29,585 - \$39,646)

Education and Experience: High school diploma or GED and one year of general clerical experience.

Typing Requirement: Must have a minimum typing speed of **40 words per minute net**. 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.

Additional Requirements: Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing and background check, before employment. Employees will be fingerprinted. May be required to obtain state certification as a Certified Electronic Recorder or Certified Electronic Operator. 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 employment.

Necessary Skills: Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies, and court rules. Familiarity with various computer software programs. Ability to maintain confidentiality, effective working relationships with other employees and interact effectively with the public.

Duties: Performs counter, cashier, daily balancing, and bookkeeping duties. Operates computers and office equipment while completing various clerical duties. Answers telephones and responds to inquiries regarding court fines, schedules, and information regarding the Civil and Criminal Divisions. Acts as an assignment clerk, courtroom clerk, and backup court recorder as directed. Performs computer data entry, receives, and receipts payments of bonds, fines, costs, fees, and other moneys. Accepts pleas in traffic civil infractions cases. Assesses fines and costs as directed by the judges. Swears in persons on complaints and witnesses signatures. Recalls outstanding warrants. Cross-trained with other similar positions within the Trial Court. 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 May 23 - 27, 2022

TRIAL COURT – SELF-HELP LEGAL RESOURCE CENTER

Trial Court Clerk II – Temporary/Part-Time (\$14.00/hr.)

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

Education and Experience: A high school diploma or GED and a minimum of one year of general clerical experience.

Typing Requirement: Must have a minimum typing speed of **40 words per minute net**. 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.

Additional Requirements: Possession of a valid vehicle operator's license. Employees will be fingerprinted. Will be expected to maintain confidentiality. Ability to maintain effective working relationships with other employees and interact effectively with the public.

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

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

VETERANS SERVICES

Veterans Affairs Administrator (\$49,915 - \$66,890)

Education and Experience: Bachelor's Degree in public administration or a related field, and one year of experience investigating, researching, and documenting claims, preferably within a veteran's service function; **OR** Associate's Degree in a related field, and three years of experience working full-time as an Accredited County Veterans Service Officer; **OR** high school diploma or GED, and five years of experience working full-time as an Accredited County Veterans Service Officer.

Additional Requirements: Must possess a valid vehicle operator's license. Certification as a County Veterans Counselor is required within two years of employment.

Necessary Skills: Demonstrated conflict resolution skills. Typically works in normal office conditions but travels to make home visits, attend meetings, and to perform other appropriate job functions.

Desired: A veteran is preferred for this position. Previous work with individuals with emotional/ mental illnesses.

Duties: Under the general supervision of the County Administrator, is responsible for the administration, direction, and management of the Veterans Services Department. Performs a variety of duties related to supporting and furthering the interests of County Veterans, including providing advice to veterans, communicating with applicable government agencies, and researching legislation affecting veterans. Assists veterans and their families obtain benefits to which they are entitled. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer May 23 - 27, 2022

VETERANS SERVICES

Veterans Assistant – Temporary/ Part-Time (\$14.88/hr.)

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

Education and Experience: A high school diploma or GED; minimum one year of general clerical experience.

Typing Requirement: Must have a typing speed of **40 words per minute net**. 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.

Additional Requirements: Possession of a valid vehicle operator's license. Employees will be fingerprinted. Ability to maintain confidentiality. Able to maintain effective working relationships with other employees and interact effectively with veterans, dependents, and the public. The ideal candidate must possess excellent customer service skills as the initial contact of veterans with mental and physical disabilities from military service.

Desired: Some knowledge of veteran's benefits. Ability to make decisions according to established procedures, policies, and rules set by the Department of Veterans Affairs.

Duties: Assist the Veterans Affairs Administrator and Assistant Veterans Benefits Counselor within Veterans Services, which assists veterans and dependents by explaining and applying for available benefits with the County, State, and Department of Veterans Affairs. The applicant does not need to be a veteran to apply for this position. This description is intended to describe the type and level of work to be performed by a person assigned to this classification.