



# BERRIEN COUNTY PUBLIC POSTING

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Applications for the following vacancies will be received at the Personnel Department  
Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
Download an application from the Berrien County website: [Employment Application](#);  
Equal Opportunity Employer ~ May 20, 2019 – May 24, 2019

## COUNTY CLERK

### **Deputy Court Clerk II - Equipment Operator (\$27,089 - \$35,305)**

**Required:** High school diploma or equivalent and three years of court/legal experience is required, preferably court file maintenance experience. Typing speed of **40 words per minute net**. Certification as a Certified Electronic Operator (CEO) is required within six months of employment.

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

**Duties:** Attends all court sessions as required. Administers oaths, maintains daily journal of court activity, completes trial sheets, selects juries, and completes trial books. Operates court recording equipment in order to record court activity, labels and logs exhibits, plays electronic depositions for the court and jury. Performs computer entry of all criminal and civil actions; receives and answers written and telephone inquiries from the public and governmental agencies; orders office supplies as needed; maintains files of related records and correspondence; backs up County Clerk file clerks. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## TRIAL COURT

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

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

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



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## TRIAL COURT

### **Law Clerk I (\$49,147 - \$65,861)**

**Required:** Graduation from an accredited law school; no experience in legal research required. Familiarity with Westlaw and LexisNexis. **A resume, copy of college and law school transcripts and a writing sample must be included with your application.**

**Special Requirements:** Must successfully pass the Michigan Bar Exam and be admitted to practice law in the State of Michigan within the first year of employment to continue employment as a Law Clerk. Must successfully complete training and obtain state certification as a certified electronic operator (CEO) to operate courtroom recording equipment and record official court record. Possession of a valid vehicle operator's license. Must pass a pre-employment physical, mental exam, pre-employment drug and alcohol tests, and criminal and civil record checks. Employee will be fingerprinted

**Desired:** Knowledge of Michigan court system, laws, court rules, case law, Michigan Motor Vehicle Code, courtroom operations and procedures. Ability to use word processing and spreadsheet software.

**Duties:** Conducts legal research and prepares memoranda on civil and criminal motions, outlining issues and arguments of both parties involved and the proposed dispositions with stated reasons. Prepares draft opinions and orders; reads, classifies and maintains all briefs filed in the Civil Division in subject matter files for easy reference by the court as needed; maintains and updates the County Law Library and other research materials, shelves new volumes and maintains appropriate files, etc. Performs a variety of tasks incidental to the above, such as responding to inquiries from attorneys and others, composing and storing the work product, and other office and administrative duties. Serves as court organizer for motions. May be required to work flexible hours in the fulfillment of the duties of Law Clerk; completes special projects and assignments, including complex legal research, as required by a Trial Court judge. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## TRIAL COURT

### **Trial Court Clerk II (\$27,742 - \$37,177)**

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

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

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

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



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## TRIAL COURT

### **Misdemeanor Probation Officer (\$40,618 - \$54,431)**

**Required:** A bachelor's degree in criminal justice, social work, psychology or related field and one year of paid, fulltime professional probation or counseling experience. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance.

**Desired:** Thorough knowledge of the theory, laws and procedures pertaining to probation activities, casework supervision, counseling skills and techniques, community service process, and substance abuse. Knowledge of the criminal law component of the Michigan court system. Ability to effectively communicate orally and in writing and work independently.

**Special Employment Conditions:** 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. May perform work in an environment that involves a moderate degree of hazard. Required to conduct defendant interviews in an office setting, a jail or in-custody environment. Effective working relationships with other employees and interact effectively with the general public; ability to maintain confidentiality. May be assigned to work at any Berrien County Trial Court location during the course of employment.

**Duties:** Supervises persons placed on probation to ensure compliance with court-ordered probation. Administers assessments and evaluates an individual's risk to public safety and selects appropriate programs for probationers. Develops and implements individualized treatment and counseling recommendations for probationers in conjunction with the application of the assessment tools. Assists probationers with employment searches, enrollment in and attendance completion of school or GED programs, training to improve life and work skills and other rehabilitative measures. Conducts individual alcohol and/or drug urine or saliva collections for testing as directed. Investigates backgrounds of individuals convicted and awaiting sentencing. Analyzes and prepares written or oral presentence investigation reports and social histories. Recommends in writing the appropriate sentence, including fine, costs and restitution after completion of the presentence investigation or substance abuse assessments. May supervise a specialized caseload as directed by the Chief Probation Officer. Testifies in court. Maintains positive working relationships with judges, co-workers, police agencies, social service agencies, and others. Maintains case records, prepares reports, violation warrants, and correspondence related to work. Required to maintain on-call status outside of the regular court business hours. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## HEALTH DEPARTMENT

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

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

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

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

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

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



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## HEALTH DEPARTMENT

### **Nurse-Family Partnership (NFP) Program Nurse (\$43,627 - \$49,076)**

**Required:** Bachelor's Degree in Nursing; registration as a nurse (RN) in the State of Michigan; no experience required. Possession of a valid vehicle operator's license and a vehicle. Attend multiple training programs required by the Nurse Family Partnership Program. Strict adherence to the NFP program protocols and reporting requirements. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **Note:** 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. **A Berrien County application, resume and cover letter are required for this position.**

**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 child care, 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 which 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. 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 – Niles Office (\$24,627 - \$27,702)**

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

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

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

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



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## HEALTH DEPARTMENT

### **Public Health Nurse (\$43,627 - \$49,076)**

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

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

**Duties:** Promotes the health of individuals, families, and the community through education, counseling and appropriate preventive, therapeutic and rehabilitative measures. Provides nursing service in homes and clinics, including services such as immunization of children and adults; communicable disease control; childhood lead poisoning; adolescent school services; case management of children with special needs; women, infants and children; nutrition education and family planning services. Participates in the determination of priorities for nursing services according to identified community needs and the kind and amount of available nursing service; maintains communication with professional and lay members of the community and with other social service agencies regarding public health services; provides supportive care by listening, managing client interactions and making referrals to appropriate agencies and organizations; documents client interaction, activities, phone calls and follow-up. Participates in activities to promote professional advancement through conferences, workshops and professional readings. Performs a variety of assessments and uses problem-solving techniques to determine a client's level of health risk. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## HEALTH DEPARTMENT

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

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

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

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

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

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



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## HEALTH DEPARTMENT

### **Program Support Specialist (\$21,671 - \$24,376)**

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

**Required:** Associate's degree in office administration, management or related field and one year of administrative office work experience; **OR** high school diploma or equivalent and a minimum of two years progressively more responsible administrative/clerical work experience, preferably in department assigned. Possession of a valid vehicle operator's license and a vehicle; regular, reliable and predictable attendance. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. **A Berrien County application, resume and cover letter are required for this position.**

**Desired:** Experience with MS Office suite; familiarity with community services in Berrien County; experience working with diverse clients utilizing community services. Excellent attention to details and organizational skills. Ability to communicate and work effectively with co-workers and the general public; excellent listening, writing and prioritization skills.

**Duties:** Responds to inquiries and support requests from clients/customers, visitors, staff, providing appropriate assistance and information. Assists the program supervisor and staff in assessing and meeting the needs of clients and organizations served by the program, planning appropriate services and developing new projects, policies or procedures. Maintains/oversees files and records on behalf of program area; assists program staff in preparation of a variety of records and reports. Assists in the evaluation of office procedures and recommends changes to increase efficiency and effectiveness of program operations. Oversees the maintenance of appointment log/calendar using electronic scheduling software. Acts in the capacity of other department office personnel as needed, including other reception areas of the department to ensure adequate coverage. Enters and compiles data for program area databases, including data entry required for successful billing claims for billable services. Creates a variety of written materials such as letters, program pamphlets or event fliers. Works with program staff to inventory program supplies and research needs for future purchase requisitions/orders. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.





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## HEALTH DEPARTMENT

### **Public Health Promotion and Prevention Supervisor (\$49,147 - \$65,861)**

**Required:** A Bachelor's degree in public health, health promotion/education, counseling, psychology, social work, sociology, or a related health or human services field. Minimum of two years' experience working within health promotion/education or substance abuse prevention-related programs in a community and/or school setting, which includes increasing responsibility with program supervision and implementation. Possession of a valid vehicle operator's license and a vehicle is required. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work a flexible schedule that may include some evenings and weekends. **A Berrien County application, resume and cover letter are required for this position.**

**Note:** The Certified Prevention Consultant (CPC) credential must be attained within two (2) years of date of hire and kept current to maintain employment.

**Desired:** Understanding of the physical, social, and psychological impact of substance use/abuse and trauma on the individual, family, and community. Reasonable knowledge of the principles and objectives of running a public health prevention / education program. Skill in public speaking, writing, and presentation of prevention / education materials to a variety of grade levels / age groups/stakeholders. Knowledge of state laws, rules, regulations and confidentiality applicable to prevention and treatment of substance abuse. Community organizing skills and the ability to reach out to community and strategic partners and form coalitions as necessary. Ability to establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies and the general public. Experience writing grant applications and managing existing grant projects. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

**Duties:** Oversees day-to-day operation of programs including supervising staff members in their work with individuals, community, and schools in accordance with each programs standards and guidelines including conducting staff meetings and assuring program fidelity. Manages service area budgets and funds from a variety of state and local funding sources; maintains appropriate records, guides evaluation activities and ensures alignment with funder requirements, and is responsible for identifying, tracking, and communicating programmatic outcomes to ensure community health impact is visible and to support sustainability of work. Assumes responsibility for on-going professional development of self and staff including the monitoring of staff and program compliance with applicable state licensure, certification, and national accreditation standards. Coordinates and leads community-wide efforts and coalitions that work to address and prevent the occurrence of public health issues including but not limited to substance abuse, addiction, mental health, childhood trauma, and chronic disease. Represents Berrien County Health Department regarding health promotion and prevention programs with the public, other agencies, funders, and the media. Addresses and/or provides presentations to community or professional groups on topics relating to public health promotion and prevention including completing research and presentation development related work. Collaborates with programs and service areas across the Berrien County Health Department to assure that services and practices are congruent with department-wide strategic priorities, plans and activities. May be assigned coordination and oversight of other special programs within the department as needed; Completes special projects and assignments as requested.



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## HEALTH DEPARTMENT

### **Public Health Nutritionist II (\$43,627 - \$49,076)**

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

**Note:** Applicants who have their bachelor's degree in nutrition or dietetics but do not yet have their certification as a Registered Dietician are encouraged to apply, as they would qualify for the position of Public Health Nutritionist I (\$39,663 - \$44,612). **A Berrien County application, resume and cover letter are required for this position.**

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

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

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

## JUVENILE CENTER – 24 hour facility

### **Youth Specialist II (\$36,444 - \$48,838)**

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

**Note:** Applicants that do not meet the minimum requirements for Youth Specialist II but have at least thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology may qualify for Youth Specialist (\$33,132 - \$42,287).

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

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

**Duties:** Under the supervision of the Berrien County Juvenile Center Director, provides for the safety, security, and well-being for residents, visitors, and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the framework of the residential and educational programs. Works closely and communicates effectively to ensure program effectiveness, staff accountability, professional personnel performance, problem solving matters and other issues impacting the Juvenile Center. Intervenes when necessary in crisis situations in accordance with policy and procedure guidelines for physical and mechanical restraints, room confinements, or other appropriate action. Operates and monitor electronic security and communication equipment including control panel, intercom, computers, visual monitors, electronic doors, room sound detectors, and alarms. Monitors weather alert system. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## JUVENILE CENTER – 24 hour facility

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

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

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

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

## BUILDINGS & GROUNDS

### **Custodian (\$23,576 - \$30,638)**

**Required:** High school diploma or equivalent and two to three years of experience in custodial services and a minimum of one year in building maintenance. 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: dusts, sweeps, vacuums, mops and polishes 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

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

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

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

**Duties:** Perform a variety of custodial related tasks for all Berrien County facilities. Duties include floor care, sweeping, mopping, waxing and buffing. Other duties as assigned. Completes special projects and assignments as required by the Building and Grounds supervisory staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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

### **Kennel Worker (\$9.45/hr.)**

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

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

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

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

## SHERIFF'S DEPARTMENT

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

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

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://www.misctc.org/standards.html) for Minimum Hiring Standards. All requirements, written and physical testing completion, must be met before your application will be forwarded to the Sheriff's Department and before you will be considered for employment. Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

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

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



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## SHERIFF'S DEPARTMENT

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

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

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

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://www.misctc.org/standards.html) for Minimum Hiring Standards. All requirements, written and physical testing completion, must be met before your application will be forwarded to the Sheriff's Department and before you will be considered for employment. Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

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

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

## SHERIFF'S DEPARTMENT

### Deputy – Jail Division (\$45,407)

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

**Special Employment Conditions:** please visit [www.misctc.org/standards.html](http://www.misctc.org/standards.html) for Minimum Hiring Standards. All requirements, written and physical testing completion, must be met before your application will be forwarded to the Sheriff's Department and before you will be considered for employment. Applicants must be a citizen of the United States, at least 18 years of age, have no prior felony convictions, be qualified to obtain a concealed pistol license, and have a valid Michigan Driver's License. You will be fingerprinted to search state and federal files for any criminal record.

**Desired:** Ability to exercise independent judgment within legal guidelines; to provide the secure, effective, efficient, and safe operation of the jail and related functions, including determining reasonable suspicions to act or detain, and probable cause to search, arrest, or act as a corrections/law enforcement officer. Reasonable work experience or demonstrated ability to exercise good judgment, proven dependability and appropriate level of maturity to effectively manage inmates and emotionally stressful situations.

**Duties:** Perform the correctional functions at the county jail, various courts in the county, and transport inmates as required. Provide care, custody and control of the inmate population of the county, this includes all aspects of corrections, from the initial receiving procedure through the release of the inmate. Perform pressure point control tactics (PPCT), cardiopulmonary resuscitation (CPR) and basic first aid on inmates and/or staff as required while maintaining emotional control under extreme stress. Conduct security rounds, safety checks, inspections, and searches of the inmates and their areas. This also includes touching and feeling to detect weapons, contraband and other items. Conduct criminal and civil investigations as requested. Load, unload, aim, and effectively fire handguns, shotguns and other agency firearms as required during qualifications or situations justifying in the use of deadly force while maintaining emotional control. Communicate via law enforcement radio channels. Perform other tasks and functions required in department policies, procedures, rules, memos, or by command staff. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



# BERRIEN COUNTY PUBLIC POSTING

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## SHERIFF'S DEPARTMENT

### **Court Entrance Security Officer/Support Services Deputy (\$18.00/hr.)**

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

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

**Duties:** Under supervision of the Sheriff or his designee and under the general supervision of the Chief Judge or Court Administrator, provides a safe environment for the Judges, Court personnel, attorneys, and general public. Duties include the screening of all people entering the St. Joseph Courthouse, Niles Courthouse, and the Berrien County Juvenile Center. The screening process will consist of the use of metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items. Transport inmates as required and communicate via law enforcement radio channels. Reasonable work experience or demonstrated ability to exercise good judgement, proven dependability and appropriate level of maturity to effectively manage inmates. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## SHERIFF'S DEPARTMENT

### **Custodial Worker (\$15.00/hr.)**

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

**Required:** A high school diploma or equivalent.

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

## SHERIFF'S DEPARTMENT

### **Food Service Coordinator (\$29,798)**

**Required:** A high school diploma or equivalent and a minimum of two years' experience in commercial or institutional food preparation, including supervisory experience is required.

**Desired:** Additional course work in food preparation or nutrition is preferred.

**Duties:** Under general supervision, oversees the Food Service Department which includes the planning and monitoring of staff duties and schedules, food and supplies requisitioning, menu planning, meal preparation and the maintenance of sanitary and hygienic conditions required by the Health Department Standards. Serves as lead worker. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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## FRIEND OF THE COURT

### **Accounting Supervisor (\$44,679 - \$59,874)**

**Required:** A Bachelor of Arts/Sciences degree in accounting or finance and a minimum of two (2) years of experience in accounting or finance and one (1) year in a supervisory capacity. **OR** An Associate's degree in accounting or finance; and a minimum of four (4) years of experience in accounting or finance and two (2) years of supervisory experience. Knowledge of mainframe and personal computers, computerized accounting applications and automated information systems.

**Desired:** Coursework and/or experience in governmental accounting or finance is preferred. Knowledge of court processes and procedures specific to domestic relations matters is also preferred.

**Special Employment Conditions:** Possession of a valid vehicle operator's license is required; must submit to a pre-employment physical including drug testing and background investigation. Employees will be fingerprinted. All employees are subject to random drug/alcohol screening. Regular, reliable and predictable attendance is required.

**Duties:** Responsible for the supervision, training, counseling, discipline and performance evaluations of Friend of the Court Account Clerks. Assists and advises other employees and the public regarding proper accounting policies and procedures. Evaluates procedures, develops recommendations to change policies and procedures to improve services and ensure accounting methods are in compliance with applicable statutes, court rules, or reporting requirements. Implements changes in policy and procedure. Assists in the planning and development of cost effective programs, including preparation of management reports. Obtains system related data information to produce financial reports. Oversees child support related payment application process for the caseload. Monitors accounts on a regular basis. Administers a variety of programs relating to child support, including state and federal reporting requirements relating to finance. Assists the public by conducting financial reviews, explaining audits, and operational policies and procedures. Testifies in Court as required; prepares written correspondence including reports, may be required to work flexible hours in the fulfillment of the duties of this position. Prepares accounting records in accordance with established IV-D policies and procedures and incompliance with federal, state, and court requirements. Oversees all financial accounts and functions pertaining to maintenance of the accounts, including but not limited to balancing receipts and disbursements on a daily and monthly basis. Performs the more complex and responsible accounting and statistical tasks involving Friend of the Court accounts, including financial and case records and the preparation of reports for local, state, and federal agencies. Maintains knowledge of and updates to all laws, regulations and policies pertaining to the Friend of the Court. Maintains all banking records, including EFT, withdrawals, and bank reconciliation. Prioritizes and assigns work to Accounting staff based on knowledge of departmental deadlines, workload volume and equitable caseload division, staff capabilities, etc. Serves as a contact and assists financial agencies and institutions and other governmental agencies and organizations; assist auditors by providing accounting and financial related information; researches requests as appropriate. Completes special projects and assignments as requested by the Friend of the Court, Trial Court Administrator, Family Division Judges or their designees. Employees may be assigned to serve in any court location as needed. Serves as an at-will employee.

## PARKS DEPARTMENT

### **Lifeguard (\$10.78/hr.)**

**Note:** An employee in this class is required to work weekends and holidays on a regular basis and is required to wear a department issued uniform while on the job. Positions available Memorial Day through August. 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.

**Desired:** Prior lifeguarding experience.

**Duties:** Lifeguards are employed primarily for the protection of swimmers and control of beach activities. Lifeguards are in charge of all 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 discourages unsafe beach and water activities, provide necessary rescue and emergency care for accident victims, and various other duties as required.



# BERRIEN COUNTY PUBLIC POSTING

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## **BERRIEN COUNTY ROAD DEPARTMENT**

### **Medium Equipment Operator (\$20.55/hr.)**

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

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

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

## **BERRIEN COUNTY ROAD DEPARTMENT**

### **Road Summer Temporary Worker (\$11.00-\$13.75/hr.)**

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

**Required:** Must be at least 18 years of age and have a valid driver's license.

**Duties:** Flagging, patching, mowing, sweeping, traffic counts, sign related tasks and other duties as assigned by supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.





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## PUBLIC DEFENDER'S OFFICE

### **Assistant Public Defender I (\$54,061 - \$72,447)**

**Required:** Graduation from an accredited law school and must be a member of the Michigan State Bar in good standing. No prior experience is required; however, at least one year of criminal defense experience or comparable civil legal service is desired. Ability to operate technology to search, update, correct and retrieve information. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds. Ability to operate typical office equipment. Must successfully pass a pre-employment physical and drug screen. Must maintain regular, reliable and predictable attendance; possession of a valid driver's license and access to a vehicle in order to access clients and witnesses in correctional facilities. Utilize services of interpreters when necessary; maintain confidentiality with highly sensitive information. Exercise common sense and good judgment; function efficiently under stressful and distracting conditions. **Note:** APDs may participate only in Berrien County Public Defender Office (BCPD) assigned legal work for compensation during their employment, with the exception of cases obtained prior to employment with the office. Permission of the Chief Public Defender is required to continue representation on prior non-BCPD cases and/or to be involved in active representation on a pro bono basis.

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

## REGISTER OF DEEDS

### **Deputy Register of Deeds II (\$24,627 - \$32,097)**

**Required:** High school diploma or GED and reasonable experience in real estate, tract index or related clerical work. Accounting experience helpful. A minimum typing speed at **40 WPM net** is also required.

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

**Duties:** Reviews documents to assure they meet statutory recording requirements, rejects as necessary. If recordable, receipts monies as provided, and provides all functions necessary to make document retrievable including indexing and scanning as directed. Must learn associated software and procedures for recording of documents and balancing receipted monies. Enters, updates and retrieves information utilizing a computerized land records management system. Assists in verifying the accuracy of information entered (re-keyed). Make corrections on the computer as necessary, Conducts computer and file searches for customers whether received via email, telephone, US Mail, fax or other media; prepares invoices for payment as necessary. Balances monies receipted by them for recorded documents at end-of-day. 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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## **INFORMATION SYSTEMS**

### **Operations Manager (\$65,414 - \$87,662)**

**Required:** Bachelor's degree in Computer Science, Information Systems or related field; and minimum of five years computer-related experience **OR** Associate's degree in Computer Science, Information Systems or related field; and minimum of seven years computer-related experience. Must have a valid driver's license and the ability to lift 50 lbs at least three feet off the ground. Regular, reliable and predictable attendance.

**Desired:** Considerable knowledge of county government functions. Knowledgeable in standard office software applications (Email, word processing, spreadsheets, etc.). Positive attitude, detail focused, and customer oriented with good multitasking ability. Ability to work independently as well as in a team environment. Ability to effectively present information to department heads, elected officials, and/or Board of Commissioners. Working knowledge of various file formats and multi-platform data integration. Hands-on experience with network equipment including routers, switches, bridges, firewalls, servers, and related hardware. Experience managing TCP/IP networks and network attached devices. Proficient knowledge in computer hardware and software systems and programs, networks, network administration, network installation, computer troubleshooting, computer viruses and security, email and internet programs. Experience in providing IT support across multiple remote locations. Prior Supervisory experience. Data entry, keyboarding, typing, and telephone skills. Strong interpersonal and communications skills, verbal and written, at all levels within the organization. Diplomatic and effective in dealing with employees. Operations experience a plus

**Duties:** Performs backup work for the network administrator, as required. Develops capacity, growth, and utilization plans for the Information Systems Director. Designs and monitors security systems for the data center; creates a disaster recovery plan. Responsible for network management service agreements. Interacts with hardware and software vendors. Manages the day-to-day operations of the County data center. Responsible for maintaining customer service agreements regarding availability and response time. Develops testing schedules and back-out plans. Plans the data center configuration and physical space; supervises all installations. Establishes, documents, and maintains the operating procedures for the data center. Coordinates problem resolution with Help Desk. Supervises operations, network, and PC support personnel. Acts on behalf of the Information Systems Director in his/her absence for the manager's area of responsibility, including confidential issues. Coordinates training for unit. Reviews and evaluates the performance of unit's staff and prepares performance evaluation. Makes recommendations to I/S Director for hiring, promotion, discipline and/or termination within the unit. Completes special projects and assignments as requested by the Information Systems Director. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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## INFORMATION SYSTEMS

### **Customer Service PSAP Technology Specialist (\$39,663 - \$51,690)**

**Required:** 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. Must have a valid Driver's License; a reliable vehicle and maintain regular, reliable, and predictable attendance. No Felony Convictions. Must be able to type **35 words per minute** as administered through County Personnel department testing measures. Ability to differentiate colors and read maps, dispatch controls and charts. Knowledge of PCs (hardware and software). Must demonstrate the ability to comprehend maps, coordinate systems, and a basic understanding of GIS databases. Must be able to master PSAP telephony system functionality, dispatch computer applications and practice proper security measures of the department. An employee of this class will be required to successfully complete initial intensive and periodic training and maintain certifications to meet job proficiency requirements, as well as, receive performance review ratings and guidance, that includes the acceptance of constructive critiques. May be required to travel off-site.

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

**Desired:** Knowledge in standard office software applications (email, word processing, spreadsheets, etc.). Basic knowledge of network wiring. Experience in public-safety telecommunications or processes. Basic knowledge of ESRI ArcGIS and similar applications. Knowledge of the laws ordinances, practices, and other regulations pertaining to emergency services, 911 public safety dispatching, and related tasks. Exceptional knowledge of the streets and principle locations in Berrien County. Background in processes related to Law Enforcement, Fire Science or Emergency Medical. Ability to work independently, understand and follow complex oral and written instructions. Ability to work within and understand data-enhanced 911 systems. Understanding of wireless and two-way mobile radio communications system operation and maintenance. Ability to establish effective working relationships and use good judgement, initiative when dealing with citizens, elected officials, employees, and other agencies. Ability to multi-task, problem-solve, coordinate multiple tasks, and perform well within deadlines and changes in priorities. Strong interpersonal and communications skills, verbal and written, at all levels within the organization. Diplomatic and effective in dealing with customers.

**Duties:** Assists in the maintenance of the 911 Emergency Service Zone assignments and call routing data associated to MSAG, GIS and Computer Aided Dispatch (CAD) systems. Maintains and coordinates address ranges, street names / suffixes, and related mapping functions with the County GIS department and local jurisdictions. Assists with the creation, implementation, and maintenance of public safety response to provide desired response levels for agencies and confidential Household/Facility Information. Manages user access of PSAP applications. Performs system configurations, manages logs, and conducts system testing to ensure system functionality and security. Instructs PSAP staff and customers on proper access/use of PSAP technology, PC's, and Information Systems supported devices. Provides / creates user instruction manuals when requested by Information Systems. Complies with Criminal Justice Information System security requirements and reports any violations. Processes PSAP approved FOIA requests. Supports and serves as point of contact for third-party applications. Works with outside vendors, I/S personnel, and other County staff members to ensure system reliability. Installs and repairs PCs, network attached devices, and any Information Systems supported device. Troubleshoots and diagnosis PCs, network attached devices, and any Information Systems supported devices. Performs preventative maintenance. Carries cell phone and responds to calls during County work hours. Uses County Help Desk software to track call history and respond to trouble tickets. Maintains general cleanliness and order in work areas. Makes recommendations to Operations Manager concerning planning, installation, maintenance of equipment, purchasing parts and hardware, including ordering parts. Completes special projects and assignments as requested by Operations Manager and/or Director of Information Systems. 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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## PUBLIC SAFETY COMMUNICATIONS CENTER

### **Public Safety Dispatcher (\$39,219 - \$52,398)**

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

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

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

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

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

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



# 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 20, 2019 – May 24, 2019

## **PUBLIC SAFETY COMMUNICATIONS CENTER**

### **Dispatch Quality Assurance Supervisor (\$44,113)**

**Required:** Associates degree in business, public administration or public safety field and three years' experience in a public safety communications capacity involving operating of telecommunications systems, and a working knowledge of police, fire and EMS operations, including two (2) years' experience as a Dispatch Supervisor, or a Training Officer (CTO) **OR** a high school diploma or GED and five years of experience in a public safety communications capacity involving operation of telecommunications system, and a working knowledge of police, fire and EMS operations, including two years of experience as a Dispatch Supervisor or Training Officer (CTO).

**Special Requirements:** Valid Driver's license; no felony convictions; candidates must comply with audiometric testing and be able to maintain the audiology requirements set forth by National Emergency Number Association (NENA) standards; must be able to type 35 words per minute net as administered through the County Personnel department testing measures; ability to differentiate colors and read maps, dispatch controls and charts; and regular, reliable and predictable attendance.

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

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

**Duties:** Under the supervision of the Director and Assistant Director, performs as an administrative supervisor, analyzing dispatch center protocols and practices, develops and performs quality assurance (QA) and Quality Improvement (QI) processes, measuring compliance and overall effectiveness in the achievement of the Department's mission. Performs audio and data queries to create reviews regarding use of the enhanced 911 emergency telephone system; Computer Aided Dispatch (CAD) and public safety communication systems utilized for dispatching police, fire, EMS services, and public warning; shares related QA results with management, dispatch center supervisors, training officers, work-groups and QA committee members in the advancement of operational consistency and effectiveness. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.