



# 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 ~ December 17 – 21, 2018

## COUNTY CLERK

### **Deputy Court Clerk - Equipment Operator (\$26,623 - \$34,698)**

**Required:** High school diploma or equivalent and three years of court/legal experience is required, preferably court file maintenance experience. Typing speed of 40 words per minute net. Certification as a Certified Electronic Operator (CEO) is required within six months of employment. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

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

**Required:** 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; a 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.

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

## TRIAL COURT

### **Trial Court Clerk II – Self-Help Legal Resource Center (\$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.

**Required:** A high school diploma or GED; minimum one year of general clerical experience; minimum typing speed of 40 WPM 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:** Some knowledge of court and legal procedures. Ability to make decisions according to established procedures, policies and court rules.

**Special Employment Conditions:** Possession of a valid vehicle operator's license. Employees will be fingerprinted. Regular, reliable and predictable attendance is required. Ability to maintain confidentiality; effective working relationships with other employees and interact effectively with the general public.

**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 which 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.



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## TRIAL COURT

### **Office Supervisor (\$36,201 - \$48,512)**

**Required:** Associate's degree in business, office management, liberal arts, or criminal justice. A minimum of four (4) years of supervisory experience in an office environment. 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. Must successfully pass a basic language and math skills test prior to job offer.

**Desired:** 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 Requirements:** Possession of a valid vehicle operator's license. Must pass a pre-employment physical, including drug testing, criminal record, character, and mental health screening 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 is required. Ability to maintain confidentiality, effective working relationships with other employees, and interact effectively with the general public. May be assigned to work at any Berrien County Trial Court location during the course of employment.

**Duties:** Supervises the department's clerical staff; screens applicants, assists with interviews and makes recommendations for new hires. Recommends and initiates disciplinary action as appropriate; evaluates work performance of assigned staff. Trains staff in performance of job duties and when there are changes in laws, court rules, policies and procedures, and regulations. Handles more complicated contact with the general public, attorneys, police agencies, and other Trial Court or county departments. Performs more complex duties and exercises independent judgment that require thorough knowledge of state laws, Michigan Court Rules, Trial Court policies and procedures, and department rules and regulations. Evaluates office procedures and recommends changes in procedures based on changes in law and Trial Court and state reporting requirements, or to increase the efficiency and effectiveness of operations; implements these laws or changes as directed.

### **Deputy Register (\$28,255 - \$37,864)**

**Required:** Associate's degree and/or paralegal certification; **OR** high school diploma or GED and a minimum of two years of legal or government office experience; and a net typing speed of 40 words per minute net. Possession of a valid vehicle operator's license; regular, reliable and predictable attendance. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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



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## ROAD DEPARTMENT

### **Medium Equipment Operator (\$17.50/hr.)**

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

**Required:** High school diploma or GED. 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. Typical shift is 6:00 p.m. – 2:30 a.m. 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:** Preparation for snow plowing season. Operate Road Department motor vehicles, including commercial motor vehicles and the various attachments affixed, such as front mounted plows, underbody mounted plows, body mounted spreader, tanks, distributors, and trailers of various sizes and shapes attached or affixed to the truck. Safely and proficiently operate various hand and motorized specialty tools—chain saws, shovels, picks, air hammer, wheelbarrows, grass and tree-trimming tools, concrete saws, and post hole diggers. Install, maintain and repair road signs, delineators post and buttons, guardrails, right-of-way fencing, barricades; perform various forms of manual labor, either alone or with fellow workers—patching and sealing operations, manhole and culvert installations, and all general road and right-of-way maintenance. Inspect and perform minor maintenance on vehicles and equipment, servicing vehicles, changing tires and scraper blades, etc.; provide traffic control operations such as flag control, installing and removing constructions signs. This is not an exhaustive list of all duties and responsibilities required by a person so classified.

## ROAD DEPARTMENT

### **Engineering Technician (\$48,207 - \$54,257)**

**Required:** Associates degree in Engineering or related field and one year of related work or course work in the road transportation area **OR** High School degree or equivalent and three years' experience in surveying or construction oversight. Regular, reliable and predictable attendance is required. Possession of a valid Driver's license.

**Duties:** Under the general supervision of the Engineering Supervisor, responsible for assuring that new road construction projects are properly completed according to local, state and federal standards. Files proper paperwork in a timely and correct format with the funding agencies. Performs construction engineering including inspection in accordance with the Michigan Department of Transportation Construction Manual; material sampling and testing of aggregate, bituminous and concrete materials and density testing. Performs field surveys including topographic, boundary, and construction layout. Possesses the ability to operate surveying equipment. Performs office calculation, uses field manager, quantity calculations and construction estimates. Reviews construction plans and specifications for compliance with Berrien County Road Department requirements. Provides support for the Garage Foremen in regard to right of ways and other road information. Meets with the public and contractors to answer questions and resolve construction complaints and requests in a professional and courteous manner. Performs other duties as assigned by the Engineering Supervisor.



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## HEALTH DEPARTMENT

### **Nurse Family Partnership Coordinator (48,184 - \$64,570)**

**Required:** Bachelor's degree in Nursing and Registration as a Nurse in the State of Michigan. Minimum of two years professional work experience with childbearing women and children, which includes increasing responsibility with program supervision and implementation.

**Special Requirements:** Possession of a valid vehicle operator's license and a vehicle is required. Ability to attend multiple training programs as required by programs and services under supervision. Strict adherence to Program(s) protocols and reporting requirements. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work a flexible schedule that may include some evenings and weekends.

**Desired:** Experience in nursing in a community health setting. Strong home visiting skills/experience. Experience with staff supervision and program coordination. Reasonable knowledge of the scope of state and local public health programs. Ability to establish interpersonal relationships with populations from diverse socioeconomic and cultural backgrounds. Ability to establish and maintain effective working relations with consumers, co-workers, other professionals, community agencies and the general public. Strong organizational and communication skills. Expertise in community organizing and collaborative work. Fluency in languages other than English, particularly Spanish. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health. 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:** Oversees and guides day-to-day operation of NFP including supervising staff members, their work with families in accordance with NFP model fidelity and funder standards and guidelines. Provides home visits to women and their families, in alignment with the NFP model of home visiting; carries a small caseload of clients at any given time. Responsible for referral processes and relationships; ensures referrals are received and connected with appropriate programs/program staff and that programs caseloads are maintained. Leads and participates in community outreach and collaborative work to raise awareness and ensure NFP program is a part of the larger family and parenting services infrastructures county-wide. Completes program reporting and evaluation requirements including, reflective supervision, case conferences, and file audits as well as maintenance of programmatic policies and procedures in accordance with program standards, guidelines and best practices. Assumes responsibility for ongoing learning of self and staff in relation to program(s) implementation and department-wide priorities. Supports annual budget process for programs and functions under their oversight. Ensures work plans align with budget needs and allowances. Responsible for identifying, tracking and communicating programmatic outcomes to ensure community health impact is visible and to support programs' sustainability. May be assigned coordination and oversight of other special programs within the department as needed. Complete other duties as assigned.



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## HEALTH DEPARTMENT

### **Special Health Project Coordinator (\$39,822 - \$53,363)**

**Required:** Bachelor's Degree in health education, public health, human services, or related field of study. Master's Degree preferred. Two (2) years' experience in public health, health education programming or related work.

**Special Requirements:** Possession of a valid vehicle operator's license and a vehicle is required. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. The employee must be capable of lifting and/or moving up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Desired:** Ability to work with diverse populations, with a thorough working knowledge of Berrien County community service provider networks and partner agencies of the Berrien County Health Department. Expertise in community organization, facilitation, and other community planning activities. Proficiency in a variety of computer applications, including Microsoft Office and standard data analysis applications. Knowledge of graphic design and/or design applications desired. Strong interpersonal skills: The candidate is expected to: a) engage key stakeholders of the project; b) relate well to people from varied backgrounds; c) be sensitive to individual differences; and d) encourage and facilitate team work. Strong communication skills: The candidate is expected to: a) express information about work to individuals or groups effectively, taking into account the audience and nature of the information; b) make clear and convincing presentations; c) listen to others; and d) attend to nonverbal cues. Strong organizational skills: The candidate is expected to: a) organize work; b) set priorities; c) determine resource requirements; d) determine goals and strategies; e) coordinate with other project team members; and f) monitor the progress of the project. Strong work ethic: The ideal candidate can: a) adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacle; b) effectively deal with ambiguity; c) display a high level of initiative, effort, and commitment towards completing assignments in a timely manner; and d) work with minimal supervision. 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:** Serves as the day-to-day contact for assigned projects, grants, and program areas; responsible for creating work plans, monitoring and reporting on progress to funders as required. Works closely with variety of community partners, including but not limited to other health and human service agencies, health care providers, schools, municipalities, and other organizations to assure project/program progress is successful in addressing the identified population needs. Gathers, compiles, and analyses data related to health programs/projects, including interpretation of data/statistics for use in planning, monitoring, and evaluation. Communicates information in a brief, clear, and organized manner; produces written information, which may include technical material that is appropriate for the intended audience. Integrate health promotion and prevention activities into the existing public health community infrastructure, where applicable. Facilitate stakeholder and other community partner meetings to move project work in a forward direction. Seeks information to understand problems, expectations, and needs of program/project stakeholders; recommends solutions and serves as a resource to improve process, design, and management of programming. Conducts planning activities for the initiation of new or special projects/programs for the department, assists with development of grant applications/requests, and prepares reports to demonstrate specific health needs or show outcomes of particular programs/projects. Performs other special projects as assigned. This particular position will have assigned areas of focus that will include, but not be limited to, food access and healthy communities, environmental health justice, mental and emotional health, family health, communicable and chronic disease prevention.



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## HEALTH DEPARTMENT

### **Nurse Practitioner (\$32.89 - \$36.26/hr.)**

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

**Required:** Certification as an advanced practice nurse in the State of Michigan. Current license to practice as a registered professional nurse. (For family planning services--nurse practitioner or certified nurse midwife. For school-based clinic--nurse practitioner.) **A 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.

### **Public Health Nutritionist II (\$42,876 - \$48,232)**

**Required:** Bachelor's degree in nutrition or dietetics and certification as a registered dietitian; minimum nine months of experience working in the field of nutrition or dietetics. **Note:** Applicants who have their bachelor's degree in nutrition or dietetics but do not yet have their certification as a Registered Dietician are encouraged to apply, as they would qualify for the position of Public Health Nutritionist I (\$38,980 - \$43,845). **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.



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## HEALTH DEPARTMENT

### **Breastfeeding Peer Counselor (\$13,730 - \$15,445)**

**Note:** This is a **grant-funded, part-time** position with pro rata benefits, working a maximum of 22.5 hours per week.

**Required:** High school diploma or GED; significant personal breastfeeding experience (does not have to be currently breastfeeding). 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. **Note:** If not yet certified as an IBCLC or CLC, the employee will be titled Breastfeeding Peer Counselor and paid at one grade less on the salary schedule. **A Berrien County application, resume and cover letter are required for this position.**

**Special Requirements:** The following need to be accomplished in the first year of employment: (1) completes Loving Support Peer Counseling training; (2) attends WIC Breastfeeding Basics two-day training; (3) attends the MSUE Peer counselor update trainings; (4) attends the annual WIC conference; (5) on-site visits by State WIC Lactation Consultants; (6) reads assigned books and materials about breastfeeding; (7) attends other breastfeeding related conferences/training as appropriate; (8) is a paid member of the local chapter of the LaLeche League.

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

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

## JUVENILE CENTER

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

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

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

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



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## JUVENILE CENTER

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

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

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

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

### **Juvenile Center Supervisor (\$43,803 - \$58,700)**

**Required:** A bachelor's degree in a human service field. A minimum three (3) years of professional experience in a juvenile facility, child caring institution, child placing agency, criminal justice agency, social service agency, school or mental health facility; **OR** a master's degree in a human service field and one year of professional experience in a juvenile facility, child caring institution, child placing agency, criminal justice agency, social service agency, school or mental health facility.

**Desired:** Coursework in criminal justice, corrections or administration; supervisory experience in the field of juvenile or adult corrections; knowledge of accreditation standards and administrative rules relating to juvenile detention and residential treatment facilities; knowledge of computer applications in the justice system.

**Note:** Employee will be fingerprinted, subjected to criminal record, character, reputation, mental health, and moral character screening. Employees in this classification must demonstrate a high level of fitness and may be required to physically manage or restrain violent or aggressive juveniles as necessary.

**Duties:** Supervises the work of Juvenile Center Assistant Supervisors, Youth, Specialists, Temporary employees, or unpaid personnel on assigned shifts; participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Works closely with the supervisory team, all paid and unpaid personnel, to ensure program effectiveness, staff accountability, professional and personnel performance, problem-solving matters and other issues impacting the Juvenile Center. Participates in the development and enforcement of all Juvenile Center policies and procedures, rules, regulations, goals and objectives. Participates in management of the center budget. Participates in the interview and selection process for vacant positions. Manages and evaluates the daily program activities for residents. Provides assistance and support for center teachers. Manages Juvenile Center Services in the absence of the Center Director and Clinical and Treatment Services Manager. Works flexible hours. Completes special projects and assignments as required. This is not a complete list of all tasks that may be assigned to this position.

## BUILDINGS & GROUNDS

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

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

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

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

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





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## **BUILDINGS & GROUNDS**

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

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

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

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

### **Building Maintenance Worker (\$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.

**Required:** High school graduation or GED and one year of experience in building maintenance or grounds-keeping.

**Duties:** Performs a variety of building and grounds tasks for Berrien County facilities.

## **ANIMAL CONTROL**

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

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

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

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

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



# BERRIEN COUNTY PUBLIC POSTING

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Berrien County Administration Center, 701 Main Street, St. Joseph, MI 49085, 8:30 a.m. to 5:00 p.m.  
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Equal Opportunity Employer ~ December 17 – 21, 2018

## PUBLIC SAFETY COMMUNICATIONS CENTER

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

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

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

**Special Employment Conditions:** Will be required to work various shifts, holidays and weekends. Regular, reliable and predictable attendance is required. Will be required to successfully complete initial and periodic training and/or certification programs to maintain job proficiency.

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

## 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

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

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

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

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

### **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.



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## SHERIFF'S DEPARTMENT

### Part-time Patrolman (\$17.00/hr.)

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

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

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

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

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

### Records Clerk III (10.00/hr.)

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

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

**Duties:** Performs tasks related to the creation and maintenance of an accurate records information retention system and related clerical duties and public services. Receives, compiles and processes information; updates records and files such as police reports, criminal files and gun registrations. Accurately prepares required records and reports. Assists the public in person or by telephone; provides information on appropriate departmental regulations, policies and procedures. Assists the public in completing appropriate requested forms. Types letters, police reports, envelopes and bonds, document filing, microfilm stuffing, data entry, and processing of department paperwork. Operates a variety of office equipment such as typewriter, network computer, including word processing, video mugshot, gun registration, mainframe, email software, printer, duplicating machine, facsimile, processes digital evidence photos, cataloging squad car video tapes, microfilm reader/printer and stuffing machines in the performance of job duties. Receives and processes department mail. Maintains confidentiality of information, reports and files in department. Completes special projects or assignments as requested by supervisor.

### 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.



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## SHERIFF'S DEPARTMENT – MARINE DIVISION

### **Marine Deputy (\$11.00/hr.)**

The Berrien County Sheriff's Department is now accepting applications for Marine Deputies for the 2019 boating season. Application deadline is December 31, 2018. **Applications must be received in the Berrien County Personnel Office by 5:00 p.m. on the deadline date.**

**Note:** This is a **temporary/seasonal** position working a maximum of 1,000 hours per calendar year. There are no benefits. New Deputies will begin training on the weekends in April. Patrols will begin with the Memorial Day holiday and end with the Labor Day holiday.

**Required:** Must be 18 years of age and out of high school at least one year prior to the start of the boating season. Must be able to pass a complete background check, swim test, provide diploma or GED, and work well with others. Prior boating knowledge, mechanical aptitude, computer skills, along with written and verbal communication skills. Hours are based on a 40-hour workweek and is weather dependent. Deputies will be required to work weekends with holidays mandatory

**Duties:** Under the supervision of the Marine Lieutenant and/or Marine Sergeant, responsibilities include enforcement of the Marine Safety Act on Lake Michigan as well as the many inland lakes and rivers within Berrien County. Deputies will be responsible for proper maintenance on boats, engines, trailers and vehicles, and caring for all County issued gear and equipment. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

## PARKS AND RECREATIONAL

### **Chief Naturalist (\$41,579)**

**Required:** Bachelor's Degree with a major in Natural Resources Management, Natural History Interpretation, Outdoor Recreation or a related field. One year of related experience in a park, nature center or related facility. Must possess a valid vehicle operator's license. Regular, reliable and predictable attendance required.

**Special Requirements:** An employee in this class may be required to work holidays and weekends and is required to wear a department issued uniform while on the job.

**Desired:** General knowledge of Southwest Michigan natural history. Interest in both natural areas management and outdoor recreation activities such as hiking, mountain biking and cross-country skiing. General knowledge of park and trail maintenance procedures. Some knowledge of fund raising methods. Ability to supervise and work cooperatively and effectively with others. Ability to communicate effectively with the general public in a positive and professional manner.

**Duties:** Primarily responsible for the management and day to day operation of Love Creek County Park & Nature Center. Also assists Parks and Recreation Director with the management of the Department's other "natural area and trails management" of properties, including areas and trails at: Galien River County Park, Paw Paw River County Park and the Indian Bowl Preserve. Work is performed under the general supervision of the Parks and Recreation Director. Develops and maintains facilities and trails for appropriate outdoor recreation activities. Develops and maintains summer trails where appropriate for hiking and mountain biking. Coordinates and assists with winter trail grooming activities at Love Creek for cross-country skiing, fat tire biking, snowshoeing and equipment rental. Monitors and maintains quality natural habitats. Initiates restoration activities and/or plans as needed. Identifies invasive species and develops eradication plans. Assists with recommendations for facility operation and capital improvement needs, including invasive species eradication plans. Assists with nature center staffing, greets visitors and answers questions about natural history, park history, hiking and ski conditions, facility and equipment rentals, departmental programs and policies and park regulations. Enforces park rules and regulations and notifies proper authorities of violations.



# BERRIEN COUNTY PUBLIC POSTING

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## **PUBLIC DEFENDER'S OFFICE**

### **Assistant Public Defender I (\$53,001 - \$71,027)**

**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 such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras. 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 as necessary to communicate with clients, witnesses and other persons related to the case. Maintain confidentiality with highly sensitive information.

**Duties:** Provides court appointed indigent defense services within Berrien County Courts. Carries a full caseload as determined by the Chief Public Defender. Attends legal and community meetings as directed. Reviews charging instruments, police reports and other discovery provided by the Prosecution. Promptly meets with clients and learns the client's goals for the representation and any special needs of the client. Determines what further fact investigation to undertake and directs that investigation, including the identification, consultation and hiring of applicable experts as approved by the Chief Public Defender or designee. Determines what legal issues need development, researches those issues, and presents them in the appropriate forum. 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 necessary such as sentencing and post-trial motions (excluding appeals). 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. Completes special projects and other duties as assigned by the Chief Public Defender or designee.

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

**Special Note:** APD's may participate only in Berrien County Public Defender Office (BCPD) assigned legal work for compensation during the term of 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. 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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## **PUBLIC DEFENDER'S OFFICE**

### **Investigator (\$39,822 - \$53,363)**

**Required:** Bachelor's or Associates Degree in Criminal Justice or related field preferred. High School diploma or GED with more than 3 years of experience in government investigations will also be considered. Prior experience in law enforcement, military service or investigative work is preferred. 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.

**Duties:** Provides investigative services to the Public Defender's Office. Cultivates leads and furthers areas of inquiry from available information. May search official and unofficial records, obtains statements, takes photographs, creates drawings, recordings, and models. Assists Assistant Public Defender's in trial preparation. Locates and interviews witnesses, victims and clients in a timely manner. Delivers subpoenas to witnesses in a timely manner. As directed by the attorney, conducts surveillance of both stationary and mobile subjects in a covert manner. Coordinates witnesses regarding Court appearances. Prepares professional photographs, diagrams, maps and trial exhibits to facilitate improved understanding of a case. Testifies in court concerning findings of investigations. Develops leads and sources of information. Performs assigned investigations and updates case management software in a timely manner. Participates in case review meetings. Maintains frequent contact with attorneys regarding case activity. Obtains, analyzes and disseminates pertinent records including court, medical, military, criminal, and psychological; reviews presentence reports, prepares appropriate support documents. Maintains availability to other staff members for consultation and education; participates in training programs. Completes special projects and other duties as assigned by the Assistant Chief Public Defender and/or the Chief Public Defender.

**Note:** The successful candidate will model the following attributes: Demonstrates zealous representation of clients and client advocacy. Ability to operate technology to search and retrieve information. Ability to identify, recruit, train, and retain talented and dedicated investigators. Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds. Ability to operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras. Ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs. Exercise common sense and good judgment. Utilize services of interpreters as necessary to communicate with clients, witnesses and other persons related to the case. Maintain confidentiality with highly sensitive information. Learn quickly and function efficiently under stressful and distracting conditions; ability to multi-task. Accept direction and follow office policies and procedures. Work independently as well as cooperatively in a legal services team atmosphere.

**Special Note:** Work is typically performed in an office setting although daily field work occurs approximately 40% of the time. Investigators work a majority of their hours between 8:00 a.m. and 5:00 p.m. Monday through Friday. Ability to work flexible hours including evenings, nights and/or holidays and weekends as necessary in order to contact witnesses and information sources. 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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## **PUBLIC DEFENDER'S OFFICE**

### **Chief Investigator (\$48,184 - \$64,570)**

**Required:** Bachelor's degree in Criminal Justice or a related field and prior supervisory experience OR Associates Degree in Criminal Justice or related field and at least one year of investigative experience, including prior supervisory experience OR a high school diploma or GED with at least three years of investigative experience, including prior supervisory experience. Must successfully pass a pre-employment 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.

**Desired:** At least five years of supervisory experience in any capacity. Prior experience in law enforcement, military service or investigative work. Current or previous technical certifications such as a professional investigator's license, MCOLES, police procedure, field sobriety training, crime scene technician, investigative/interview techniques, and accident reconstruction are highly desired.

**Special Note:** The successful candidate will model the following attributes: Demonstrates zealous representation of clients and client advocacy; Ability to operate technology to search and retrieve information; Ability to identify, recruit, train, and retain talented and dedicated investigators; Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds; Ability to operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and cameras; Ability to deal effectively with people of widely divergent backgrounds, within and outside the office, and to relate empathetically to clients and their special needs; Exercise common sense and good judgment; Utilize services of interpreters as necessary to communicate with clients, witnesses and other persons related to the case; Maintain confidentiality with highly sensitive information; Learn quickly and function efficiently under stressful and distracting conditions; Ability to multi-task; Accept direction and follow office policies and procedures; Work independently as well as cooperatively in a legal services team atmosphere. Work is typically performed in an office setting although daily field work occurs approximately 40% of the time. Investigators work a majority of their hours between 8:00 a.m. – 5:00 p.m., Monday – Friday. Ability to work flexible hours including evenings, nights and/or holidays and weekends as necessary in order to contact witnesses and information sources.

**Duties:** Supervises other members of the investigative staff while also providing investigative services to the Public Defender's Office. Cultivates leads and furthers areas of inquiry from available information. May search official and unofficial records, obtains statements, takes photographs, and creates drawings, recordings and models. Assists Assistant Public Defenders in trial preparation. Assigns investigators to cases based on the availability of the team and the individual specialization of the investigators. Supervises the daily tasks of the investigative staff and works with the Chief Public Defender to create effective case management strategies. Works with the Chief Public Defender to address any disciplinary issues. Locates and interviews witnesses, victims and clients in a timely manner. Delivers subpoenas to witnesses in a timely manner. As directed by the attorney, conducts surveillance of both stationary and mobile subjects in a covert manner. Coordinates witnesses regarding Court appearance. Prepares professional photographs, diagrams, maps and trial exhibits to facilitate improved understanding of a case. Testifies in court concerning findings of investigations. Develops leads and sources of information. Performs assigned investigations and updates case management software in a timely manner. Participates in case review meetings.