



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 ~ April 12, 2021 – April 16, 2021

ANIMAL CONTROL

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

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

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

Special Requirements: Completion of (8) hours of instruction from a veterinarian in the use of sodium pentobarbital with certification by the veterinarian within 90 days of employment as demonstrating competency to give intercardial, intraperitoneal, and intravenous injections, and to make appositive determination of death. Possession of a valid vehicle operator's license and a vehicle is required. Regular, reliable and predictable attendance. Minimum score of 60% on Computer proficiency test in Microsoft Office. Ability to communicate effectively with people of all social-economic backgrounds and cultures, including emotional pet owners. Must be able to work in an environment with pet related noises, animal feces and urine, and an environment where euthanasia of animals occurs.

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

Duties: Under the direction of the Kennel Supervisor, maintains an effective system for supply ordering and inventory for medical operations, ensuring costs are managed efficiently. Under the direction of the Kennel Supervisor, monitors medical supplies for expiration. Maintain DEA drug logs. Ensure proper intake protocols and medical wards are appropriately maintained. Performs, assists, and properly document euthanasia. Relays messages from veterinarians regarding the treatment of specific cases and answer questions regarding the daily care and treatment of animals with the Kennel Supervisor and Director. Maintains good relationships with local veterinarians to continue care of all animals. Selects animals for spay/neuter. Provides input for training and development of animal health/enrichment, staff and volunteers, along with recommendations of volunteer needs, working with the Volunteer Coordinator. Performs weekly clinic rounds with a Veterinarian to assure health of all animals. Assists Veterinarian when necessary. Coordinates and assists in the transfer of animals. Assists the Animal Control Director in actively promoting adoption days; promoting adoptions through social media and other advertising outlets; develops educational literature and programming. Assists in the conduct of rabies shot clinics, fund raising opportunities, and other outreach efforts of the Animal Control Department. Performs other duties as assigned by the Animal Shelter Kennel Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ANIMAL CONTROL

Kennel Worker (\$9.87/hr.)

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

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

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

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



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BUILDING & GROUNDS

Advanced Sanitation Worker (\$28,184 - \$31,703)

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

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

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

Duties: Perform all duties required to pre and post sanitize any Berrien County building and/or vehicle. Operates and maintains all custodial and specialized sanitation equipment. Ensures that specialized equipment is in a state of constant readiness. Attends web and on location training as required and directed. Performs independent research in order to properly identify the techniques and procedures required by unique cleaning situations. Instructs other County staff in the proper use of Personnel Protective Equipment (PPE), specialized equipment, and materials used in these advanced sanitation functions as required. Prepares and mixes cleaning and sanitizing chemicals per instructions. Dusts, sweeps, vacuums, mops and polishes furniture, floors, elevators, walls and woodwork; washes windows, walls and floors. Disposes of refuse and is responsible for building recycling. Cleans and maintains building lavatories and drinking fountains and replenishes all dispensers. Responsible for inventory and stocking of custodial supplies. Performs minor maintenance tasks if assigned. Responsible for securing and monitoring facilities. Complete special projects or tasks assigned by the Buildings and Grounds Superintendent or designated supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

BUILDINGS & GROUNDS

Building Maintenance Worker (\$31,002 - \$34,872)

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.



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BUILDINGS & GROUNDS

Custodian (\$24,224 - \$27,249)

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.

COMMUNITY DEVELOPMENT

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

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

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

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

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

Note: This position may work in all weather conditions.

Duties: Inspect vehicles for safety, including mechanical and electrical maintenance. Maintain inventory of parts and manuals. Contract and arrange for unusual or heavy maintenance work to be done by other facilities. Generate and maintain accurate and complete work order data for each vehicle and equipment for future reference. Perform preventive maintenance on all vehicles and equipment. Install and repair equipment. Operate and test equipment. Perform general housekeeping of bays and shop. Rescue stuck vehicles or vehicles that have broken down. Perform all other duties that may be required by management. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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COUNTY CLERK

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

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

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

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

COUNTY CLERK

Deputy Elections Clerk (\$12.19/hr.)

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

Required: Associate's degree and two years of related experience **OR** a high school diploma or GED and four years of related experience. Ability to lift 35 to 40 pounds, demonstrated proficiency with Microsoft Office Suite products; regular, reliable and predictable attendance, possession of a valid driver's license and typing speed of **40 words per minute net** is required. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position.

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

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



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HEALTH DEPARTMENT

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

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

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

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

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

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

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



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HEALTH DEPARTMENT

Disease Intervention Technician I - Contract Tracing (\$19.24/hr.)

Note: This is a **temporary, supplemental** position working a maximum of 1,000 hours per calendar year. There are no benefits. **Periodic evenings and weekends will be required.**

Required: Associates degree in a health related field preferably in public health dealing with high risk individuals and one (1) year of experience in a customer service or human services related field.; **OR** High school diploma with college experience preferred. Preference to applicants with experience in a health related field preferably in public health dealing with high risk individuals. Three (3) years of experience in a customer service or human services related field. Training provided upon hire: Michigan Disease Surveillance System (Database) and Contact Tracing Protocol & Guidance. **A Berrien County application, resume and cover letter are required for this position.**

Special Requirements: Possession of a vehicle operator's license. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County. Ability to work non-traditional work hours (weekends as needed).

Desired: Bilingual/proficiency in English & Spanish. Computer proficiency in windows-based programs. Excellent interpersonal skills required and ability to interact professionally with culturally diverse individuals during a time of crisis and distress; Ability to show empathy to distressed individuals. Excellent written and verbal communication skills. Self-motivated; able to work independently; exemplary organizational skills. Knowledge of community resources and able to deal with high risk individuals. Ability to interact positively with clients, co-workers, health care and human service practitioners and community representatives from widely diverse cultural and socio-economic backgrounds. Ability to counsel from a culturally aware and client driven perspective. Ability to deliver excellent customer service to all clients while following HIPPA guidelines is essential. Understanding of structural influences on health including the intersections of race and health, education and health, and income and health.

Duties: Complete all required training for making calls and contacts with community members and for use of contact tracing databases and tracking systems. Communicate to identified exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible. Provide identified contacts with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill. Conduct monitoring calls to contacts during the duration of their quarantine period following departmental guidance and requirements; checking in on symptom development and health status, adherence to quarantine requests, and follow-up on questions and concerns. Connect individuals to medical care/treatment should symptoms develop. Complete data entry and required documentation into web-based and excel-based platforms in timely and required timeframes. Follow and maintain all patient confidentiality and privacy rules as set by the Department. Fill support roles at COVID-19 vaccination clinics as needed (need to be able to stand/walk for 8 hour shifts at least 2 days per week). 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

Hearing and Vision Technician (\$28,184 - \$31,703)

Required: A high school diploma or GED. No prior experience as a Hearing and Vision Technician is required. Possession of a valid vehicle operator's license is required. Certification by the Michigan Department of Community Health through the successful completion of a training course and maintenance of certification through regular attendance at Michigan Department of Community Health regional workshops. In times of a 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.**

Note: Employees will be hired at a Trainee wage as established by Berrien County until Certification by the Michigan Department of Community Health is obtained.

Desired: Experience and patience in working with children of various ages. Effective oral and written communication skills.

Duties: Performs vision screening/testing and rescreening on preschool, school age and special education children. Performs hearing screening/testing and rescreening on preschool, school age and special education children. Contacts schools and schedules dates for hearing and vision testing; maintains testing schedules. Contacts parents of children who fail hearing tests; explains results and refers them to appropriate clinics or agencies. Contacts parents of children who fail vision tests to explain results and sends follow-up letter; contacts parents who do not respond to letter. Maintains instruments to ensure they are in proper working order. Records results of testing procedures; prepares required reports such as vision and hearing summaries; sends report to the state as required. Maintains office files; purges outdated files as necessary. Prepares and mails testing packets to schools. Maintains inventory of supplies and instruments required; orders supplies according to established department procedures. Attends hearing and vision workshops. Coordinates otology clinics. Performs related work as assigned, which may include assistance to other programs during the summer months. 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

Program Support Specialist (\$14.45/hr.)

Note: This is a **temporary, supplemental** position working a maximum of 1,000 hours per calendar year. There are no benefits. **Work schedule will need to be 9:30am-6:00pm 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: Receiving inbound calls from members of the public to schedule appointments for COVID-19 vaccination. Place outbound phone calls to individuals remaining on a waitlist or members of a specific target population to schedule appointments for COVID-19 vaccination. Respond to inquiries about COVID-19 vaccination appointments. Answer calls to COVID-19 hotline. Fill monitoring/appointment scheduling roles at COVID-19 vaccination clinics as needed. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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HEALTH DEPARTMENT

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

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

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

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

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



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HEALTH DEPARTMENT

Public Health Nurse II (\$23.27/hr.)

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

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

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

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

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



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HEALTH DEPARTMENT

Special Health Project Coordinator (\$21.67/hr.)

Note: This is a **temporary, supplemental** position working a maximum of 1,000 hours per calendar year. There are no benefits. **Periodic evenings and weekends will be required.**

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. **A Berrien County application, resume and cover letter are required for this position.**

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

Duties: Fill all non-clinical support roles at COVID-19 clinics and act as team lead, as required, for various teams during COVID-19 vaccination clinics. Prepare, organize, and load supplies for transport to clinics. Tear down COVID-19 vaccination clinics and reset supplies for future clinics. Work through procurement processes to acquire additional consumable supplies. Draft clinic staffing schedules in partnership with the volunteer coordinator for final approval by Department leadership. Establish relationships and rapport with community partners hosting BCHD COVID-19 Clinics. Coordination "after action reports" from staff, volunteers, and other community partners to ensure continuous quality improvement. Assist in determining clinic flow in new vaccination clinic locations. This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.



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Equal Opportunity Employer ~ April 12, 2021 – April 16, 2021

INFORMATION SYSTEMS

Customer Service PSAP Technology Specialist (\$41,265 - \$46,415)

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 **OR** High School Diploma or GED certificate; and minimum of five years full-time experience in a customer support environment using computerized software. Must be able to type **35 words per minute net** as administered through County Personnel department testing measures. **Note:** Please contact Personnel to schedule a typing test if you have not taken one before with our office. Your application will not be forwarded until you have taken and successfully passed the typing test at the net speed required for the position. Must have a valid Driver's License; a reliable vehicle and maintain regular, reliable, and predictable attendance. No Felony Convictions. 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.

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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INFORMATION SYSTEMS

Switchboard Operator (\$12.17/hr.)

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

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

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

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

JUVENILE CENTER – 24-hour facility

Assistant Supervisor (\$42,259)

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

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

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

Duties: Supervises the work of Juvenile Center Group Leaders, Youth Specialists, substitutes, or unpaid personnel on assigned shifts; participates in the selection, training, discipline and evaluation of center employees, volunteers or interns. Distribute or ensure staff distributes medications to residents as prescribed, implement medical treatment plans as ordered, and process resident medical complaints. Maintain optimal security and programming in the facility by monitoring the facility security camera system and communication system. Arrange and supervise transportation for residents to and from home, court, hospital, dentist, doctor, etc. Assist the Juvenile Center Supervisor on the shift as needed or requested. Provide direct and immediate feedback or corrective discipline to childcare staff; ensure the implementation and documentation of emergency procedures by staff as required. Ensure that behavior management system guidelines are strictly followed. Monitor and/or coordinate all resident population movement within the facility and necessary security precautions are followed. Serve as the designated person in charge of the facility in the absence of the Juvenile Center Supervisor, Assistant Director or Director. Other duties as assigned. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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JUVENILE CENTER – 24 hour facility

Cook (\$11.00/hr.)

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

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

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

JUVENILE CENTER – 24 hour facility

Temporary Youth Specialist (\$16.49/hr.)

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

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

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

JUVENILE CENTER – 24 hour facility

Youth Specialist II (\$37,731)

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

Note: Applicants that do not meet the minimum requirements for Youth Specialist II but have at least thirty semester or forty-five quarter hours of college education, which includes three semester or four quarter hours of psychology may qualify for Youth Specialist (\$34,302).

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

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

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



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PARKS DEPARTMENT

Lifeguard (\$11.50/hr.)

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

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

Desired: Prior lifeguarding experience.

Duties: Lifeguards are employed primarily for the protection of swimmers and control of beach activities at Silver Beach County Park. Lifeguards are in charge of beach and water related activities and shall discourage unsafe practices therein. Work is performed under the direct supervision of the Head Lifeguard or their designee. Typical duties include enforcing park rules and regulations that discourage unsafe beach and water activities, providing necessary rescue and emergency care for accident victims, performing appropriate first aid, participating in regular training and employee improvement, and various other duties as required. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PARKS DEPARTMENT

Park Maintenance (\$9.87/hr.)

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

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

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

Duties: Under the direct supervision of a permanent full-time Parks Maintenance Worker, is responsible for performing building and grounds maintenance work, machinery and equipment repair; performs related tasks as required. May act as lead worker on an assigned task. Typical duties include operating machinery such as pickup truck, back pack blower, chain saw, push mower, and various woodworking tools. Inspects grounds and building for damages and needed repairs. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

PARKS DEPARTMENT

Park Ranger (\$9.87/hr.)

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

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

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

Duties: Under the general supervision of the Park Manager, responsible for assisting the routine operation, maintenance, supervision and security of a County Park facility. Typical duties include emptying trash receptacles, cleaning restrooms, picking up litter, collecting park fees, enforce park rules and assisting park visitors. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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ROAD DEPARTMENT

Mechanic (\$23.17/hr.)

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

Special Requirements: Regular, reliable and predictable attendance. Must have current driver's license with no restrictions for nighttime driving. Must possess and maintain a valid Class A Michigan Commercial Driver's License (CDL) and appropriate medical card at all times. Must have an (N) tank endorsement or (X) endorsement. Able to lift and carry weights up to 80 pounds manually and alone. Available to work shifts exceeding eight hours as assigned. Subject to call-in during off hours as dictated by weather conditions. Ability to maintain and record electronic daily work records. Ability to maintain and record electronic repair orders by specific pieces of equipment.

Duties: Safely and proficiently operate Road Commission motor vehicles, including commercial motor vehicles and the various attachments affixed thereto, such as front mounted plows, underbody mounted plows, body mounted spreader, tanks, distributors, and trailers of various sizes and shapes attached or affixed to the truck. Repairs diesel engines. Safely and proficiently operate specialized equipment, including front end loaders, backhoe and tractor mowers, brush chipper, roller, bucket truck, distributor, patch truck, etc. Troubleshoot, locate and repair problems in hydraulic systems; analyze and correct electrical issues in heavy-duty equipment; inspects and performs minor maintenance on vehicles and equipment, including servicing equipment, changing tires, oil and other lubricants. Uses electronic diagnostic programs to find engine problems and to monitor maintenance schedule of the equipment. Performs other duties as assigned by the shop foreman. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

ROAD DEPARTMENT

Medium Equipment Operator (\$21.48/hr.)

Required: High school diploma or GED and two years of experience in a construction trade or truck driving. Must possess and maintain a valid class A Michigan Commercial Driver's License (CDL) and appropriate medical card throughout employment. Must have current driver license with no restrictions for night time driving. Ability to perform job functions on a variety of terrains and surfaces in all types of weather and lighting conditions; capable of working alone or with minimum supervision; perform repetitive bending, twisting, turning, stooping, standing or sitting with high and varying frequency and duration; remove and distribute materials from truck by hand using a large shovel up to eight hour shifts; climb in and out of trucks and equipment numerous times daily; climb ladders and stairs, sit and stand for extended periods of time; carry up to 80 pounds; change scraper blades and tires. Must be available to occasionally work shifts exceeding 8 hours.

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

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



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ROAD DEPARTMENT

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

Required: Bachelor's degree in civil engineering and additional related work or coursework in the road transportation area.

Special Requirements: Regular, reliable and predictable attendance; holds an EIT through the State of Michigan or a state recognized by Michigan and an ability to obtain a state license in four years of date of hire. Valid driver's license.

Duties: Serves as designated project engineer on selected local, state and federally funded projects. Responsible for road engineering projects done under township project program. Responsible for performance and documentation of construction engineering in accordance with the Michigan Department of Transportation Construction Manual, including inspection, material sampling and testing of aggregate, bituminous and concrete materials and density testing. Performs field survey, preliminary design, cost, estimates, final design, construction drawings, specifications, and right-of-way acquisition in accordance with the American Association of State Highway and Transportation Officials Guidelines and the Michigan Department of Transportation Guidelines for road, bridge, culvert, and storm sewer projects. Creates engineering designs using computer aided drafting (Auto Cad) equipment of topographic surveys, cross-sections, construction plans and as-built plans. Performs other duties as assigned by the Engineering Supervisor. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.

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.



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SHERIFF'S DEPARTMENT

Deputy – Enforcement Division (\$48,899)

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

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

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

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

SHERIFF'S DEPARTMENT

Deputy – Jail Division (\$48,899)

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

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

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

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



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SHERIFF'S DEPARTMENT

Emergency Management Specialist (\$37,513 - \$42,193)

Required: Bachelor's Degree in Emergency Management, Communications, Police Science, Applied Science or a related equivalent focus; **OR** Associate's Degree consistent with the fields listed above; and a minimum of two years of experience in apposition that included the knowledge, skills and abilities to successfully perform the duties of the position.

Special Requirements: Possess and maintain a valid Driver's License. Successful completion of background check prior to commencing employment. Is reasonably available and willing to respond to call-in during emergency situations. Complete FEMA Professional Development Series, within one year of hire. <https://training.fema.gov/is/searchis.aspx?search+PDS> Must successfully complete Professional Emergency Management (PEM) certification within two years of employment and maintain certification by completing 24 hours of instruction each year and by meeting other program requirements. https://www.michigan.gov/msp/0,4643,7-123-72297_60152_69852---,00.html (Select PEM Program Manual on Page)

Desired: Able to multi-task in a fast moving environment. Attention to detail and accuracy. Exhibit exceptional customer service skills. Computer operation skills to include proficiency in Excel, PowerPoint, Word, Outlook and Access programs. Ability to identify confidential information and maintain it in a way to prevent unauthorized release. Ability to handle and account for money, checks, or other financial instruments. Organizational and filing skills. Use office equipment such as phones, copiers, calculators, fax machines and scanners. Establish and maintain effective interpersonal relationships at all organizational levels with the public, community leaders, and members of other organizations. Safe and proper operation of Berrien County vehicles. The ability to draft, read, interpret, comprehend, and apply various written and verbal policies, procedures, rules, regulations, and laws. The ability to communicate effectively and professionally, both verbally and in writing, with a wide variety of people and audiences. The ability to coordinate state and federal grant funding, maintain accurate budget records, and compile and submit necessary documentation for grant/disaster reimbursements. Ability to perform outside normal business hours and/or for extended periods of time, when necessary. Ability to learn government budgeting procedures. Ability to work unsupervised. Understand applicable laws and ordinances pertaining to the performance of duties for this position.

Duties: Maintains the Emergency Operations Center (EOC) equipment and rosters. Sets up the EOC when activated and ensures EOC staff have all materials needed to perform their tasks. Updates and maintains a Resource Manual for the EOC. Develops, conducts, and evaluates training, drills, and exercises related to activating and operating the EOC and other emergency management related activities. Collects performance data and performs analysis to determine if performance metrics are being met and suggests corrective action or items for improvement when appropriate. Understands the Emergency Operation Plans and Standard Operating Procedures. Meets with EOC Chiefs and Municipal Leaders to educate them about the plan. Assists municipalities during times of a local emergency and with preparedness. Develops and delivers training programs for emergency response personnel or present public education demonstrations in areas of expertise and/or certifications; compiles or prepares instructional materials for training and public education. Develops and proposes plans and procedures for the operation of the EOC. Prepares articles, publications, presentations, and Division reports for public release. Assists with maintaining website and social media systems. Assists in preparing budgets for the Division. Compile documentation and data used for preparation of detailed reports and applications to state and federal emergency management agencies for reimbursement and financial assistance needed to recover funding from declared incidents. (i.e., Public Assistance Grants) Assists in the application, planning, preparation, execution, reporting, and auditing of any grant agreement assigned to the Division. Acts as secretary to Local Emergency Planning Committee (LEPC). Records and transcribes meeting minutes. May supervise and coordinate clerical activities and personnel. Schedules appointments, prepares meeting spaces, and maintains calendar. Receives and answers confidential or other responsible inquiries from any source. Prepares notices, memorandums, legal forms and documents, correspondence and reports. File and maintain office records. Order and maintain office supplies and equipment. Operates a variety of office equipment such as fax, typewriter, network computer, including word processing, spread sheets, presentation software, uses specialized incident management software and systems, video equipment, e-mail and printer, in the performance of job duties Performs related work as required or 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.



BERRIEN COUNTY PUBLIC POSTING

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Equal Opportunity Employer ~ April 12, 2021 – April 16, 2021

SHERIFF'S DEPARTMENT

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

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

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

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

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

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

SHERIFF'S DEPARTMENT

Records Clerk III (\$10.75/hr.)

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

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

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

SHERIFF'S DEPARTMENT

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

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

Required: High school diploma or GED.

Duties: Performs a variety of tasks for Berrien County Sheriff's Office to include: cleaning and care of flooring using floor machine and cleansers. Cleaning of kitchen/laundry appliances. Also performs general custodial duties in administrative/office areas such as vacuuming, mopping and lavatory maintenance. The duties stated are intended to describe the general nature and level of work being performed by a person so classified and are not to be construed as an exhaustive list of all duties and responsibilities.



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TRIAL COURT

Deputy Register (\$14.22/hr.)

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

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

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

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



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TRIAL COURT

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

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

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

Special Employment Conditions: Employees must possess a valid vehicle operator's license and pass a pre-employment physical including drug screening. Random drug screening may be a condition of continued employment. Regular, reliable and predictable attendance is required. Friend of the Court employees must possess an ability to effectively and tactfully communicate with individuals from a wide variety of socio-economic backgrounds. Employees may be exposed to clients in various emotional states who may be verbally abusive or hostile and must be able to de-escalate highly charged situations.

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



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TRIAL COURT

Law Clerk I (\$51,133 - \$68,522)

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 (\$28,863 - \$38,679)

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

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

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

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