



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

CAREER OPPORTUNITIES

Week of October 10, 2016

A separate application and supplemental application must be completed for each recruitment. Human Resources & Development must receive applications and any other required materials by the filing deadline. Applications must be submitted online at: www.co.tulare.ca.us/hrd. Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

ACCOUNT CLERK **\$2,138 - \$2,606 Monthly** **FILING DEADLINE: 10/17/16**
Maintain a variety of financial records; prepare financial reports; post expenditures, receipts and other data to ledgers and accounts. Requires equivalent to completion of the 12th grade AND one (1) year of general clerical bookkeeping experience OR completion of an approved full charge bookkeeper program or other bookkeeping – office support program from an accredited business/community college or adult school.

ANIMAL CONTROL OFFICER I/II **I:\$2,596-\$3,163 - II:\$3,155-\$3,845 Monthly** **FILING DEADLINE: 10/10/16**
Respond to complaints of stray or lost animals and collect as necessary. Deliver animals collected to the shelter; transport animals to the designated shelter, emergency veterinarian service, or destroy when necessary. Requires equivalent of the 12th grade and one year of experience in the handling, capture, control, care and humane euthanasia of animals. In addition to the requirements of a Level I, **Level II requires:** Possession of a valid California Euthanasia Certificate and possess a valid certification as an Animal Control Officer or State Humane Officer in the State of California. PC 832 Certificate is desirable but not required.

BUDGET TECHNICIAN **\$3,659 - \$4,460 Monthly** **FILING DEADLINE: 10/10/16**
Assist administrative staff to ensure the completion and submission of documents necessary for the preparation of the County's Annual Budget; prepare spreadsheets and generate reports related to budget forecasting, budget preparation and budget monitoring activities. Requires completion of 30 units of college coursework in public administration, business administration, management, accounting or closely related field AND two years of increasingly responsible experience which has included complex and varied duties related to support of professional or management level staff in budget preparation and management or complex and specialized fiscal, accounting, technical or statistical office support work.

CODING SPECIALIST **\$4,097 - \$4,993 Monthly** **FILING DEADLINE: 10/15/16**
Review daily electronic records for compliance. Requires possession of Certified Coding Specialist designation or completion of two (2) years of college or university in health, mental health, business administration, computer science, or a closely related field and three (3) years' experience in medical record coding assurance or increasingly responsible experience in health, mental health or electronic health records may be substituted for the educational requirement on a year for year basis.

DETENTION SERVICES OFFICER **\$2,501 - \$3,048 Monthly** **FILING DEADLINE: 10/24/16**
Learn and apply a variety of policies and procedures of the Probation Department and other applicable laws and regulations; operate control panel to maintain facility security; assure that only authorized personnel and/or minors and visitors enter and exit the facility. Requires equivalent to completion of the 12th grade.

DIGITAL FORENSIC ANALYST I **\$4,167 - \$5,078 Monthly** **FILING DEADLINE: 10/25/16**
Conduct seizures and examinations of electronic media to secure and recover data as evidence. Requires bachelor's degree in computer science or criminal justice AND one (1) year of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations OR two year associate's degree in computer science or criminal justice AND three (3) years of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations.

FOOD & LAUNDRY SERVICES MANAGER **\$3,313 - \$4,037 Monthly** **FILING DEADLINE: 10/19/16**
Plan, assign and supervise the work of the kitchen and laundry staff; prepare menu; order food and supplies; cook and bake foods in large quantities; assist with annual budget recommendations for kitchen expenses. Equivalent to completion of the twelfth grade, or equivalent to graduation from a food preparation school.

HEALTH AIDE – SPANISH BILINGUAL **\$1,757 - \$2,141 Monthly** **FILING DEADLINE: 10/11/16**
Assist medical staff in daily clinic operations. Prepare patients for exams. Take and record vital signs. Requires twelfth grade, completion of a CNA program and eight (8) or more weeks participation in a Medical Assistant or Medical Office Procedures training program.

LEGAL OFFICE ASSISTANT I **\$2,015 - \$2,456 Monthly** **FILING DEADLINE: 10/10/16**
May work at locations throughout Tulare County. Type, proofread and process a variety of legal documents; open, maintain, update and close case files for attorneys, judges, and the court. Requires equivalent to completion of the 12th grade AND six (6) months experience performing legal clerical duties in a private or public legal office OR Possession of a Paralegal or Legal Secretary Certificate from an accredited school AND six (6) months experience performing clerical duties in an office setting.

Human Resources & Development
2900 West Burrel, Visalia, CA. 93291 (559)636-4900

APPLY ONLINE AT: www.co.tulare.ca.us/hrd



**HUMAN RESOURCES
& DEVELOPMENT**
T U L A R E C O U N T Y

MAINTENANCE WORKER I/II **\$2,596 - \$3,494 Monthly** **FILING DEADLINE: 10/18/16**
Assist with maintenance and repair work on heating, plumbing, electrical, ventilation and air conditioning systems in County buildings. **Level I** requires equivalent to completion of twelfth grade and two years of experience in construction or maintenance in the building trades. **Level II** requires equivalent to completion of twelfth grade and three of increasingly responsible experience in mechanical equipment or in the construction building trades.

MENTAL HEALTH CASE MANAGER I/II **I: \$2,376-\$2,896; II: \$2,614-\$3,185 Monthly** **FILING DEADLINE: 10/24/16**
Level I requires the equivalent to completion of the 12th grade AND six months of experience in social services, mental health or human services. **Level II** requires two years of experience equivalent to a Mental Health Case Manager I in Tulare County.

PEER SUPPORT SPECIALIST I **\$10.10 - \$12.31 Hourly** **FILING DEADLINE: 10/25/16**
Perform a variety of supportive office functions, train and educate peers regarding wellness and recovery values and practices. Educational requirements for this position are a high school diploma, a GED or enrollment in a C-SET employment program. Experience requirements for this position are six months of lived experience as a Consumer or family member of a Consumer with the Tulare County Public Mental Health system AND experience with or completion of a Wellness and Recovery Action Plan (WRAP). Position qualifies for assistance through the "CSET Supported Employment Program".

PROBATION CORRECTIONAL OFFICER **\$2,921 - \$3,561 Monthly** **FILING DEADLINE: 10/24/16**
Counsel juveniles regarding individual, family, social or other problems. Supervise and instruct an assigned group of juveniles in programming and recreational activities. Observe, evaluate and report on the conduct, needs, personality, adjustment and progress in treatment. Requires equivalent to two (2) years of college with major work in behavioral or social science or criminology or a high school diploma/GED from an accredited U.S. public, private, or Department of defense school and two (2) years of responsible work experience, one (1) year of which involved public interaction.

VICTIM WITNESS WORKER I – SPANISH BILINGUAL **\$2,702 - \$3,294 Monthly** **FILING DEADLINE: 10/18/16**
Provides victim assistance to a broad base of public and private agencies and County referral agencies; provides initial counsel to victims in complex crisis situations; and assists victims in filing for assistance with the State's Victim of Crime Compensation Program. Requires equivalent to completion of two (2) years of college, including 15 units of criminal law, sociology or a related area, AND two (2) years of increasingly responsible experience in interviewing or obtaining information in fields similar to the criminal justice system.

PROMOTIONAL RECRUITMENTS

Promotional recruitments are open only to current Tulare County employees with regular or probationary status.

ACCOUNTANT III **\$4,541 - \$5,534 Monthly** **FILING DEADLINE: 10/14/16**
CHIEF ASSESSMENT CLERK **\$3,505 - \$4,271 Monthly** **FILING DEADLINE: 10/07/16**
CUSTODIAL WORKER III **\$2,306 - \$2,810 Monthly** **FILING DEADLINE: 10/09/16**
PROGRAM SPECIALIST I/II – CALWORKS **I: \$4,099-\$4,995 - II: \$4,516-\$5,303 Monthly** **FILING DEADLINE: 10/10/16**

CONTINUOUS RECRUITMENTS

Applications for the following positions will be accepted on a continuous basis. These recruitments may **CLOSE AT ANY TIME WITHOUT FURTHER NOTICE**. Qualified applicants will be placed on continuous employment lists and are eligible for consideration for six months.

DEPUTY COUNTY LIBRARIAN **\$71,400 - \$106,860 Annually**
DEPUTY DISTRICT ATTORNEY I-IV **\$56,412 - \$104,285 Annually**
EH AG & STANDARDS INSPECTOR AIDE **\$11.30 Hourly**
EH HEAVY EQUIPMENT MECHANIC II - VISALIA **\$19.20 Hourly**
EH PARKS & GROUNDS WORKER - BALCH PARK **\$13.44 Hourly**
IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II **I: \$3,632 - \$4,427; II: \$4,234 - \$5,160 Monthly**
SENIOR ACCOUNT CLERK **\$2,362 - \$2,878 Monthly**

Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

Human Resources & Development
2900 West Burrel, Visalia, CA. 93291 (559) 636-4900

APPLY ONLINE AT: www.co.tulare.ca.us/hrd