



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

CAREER OPPORTUNITIES

Week of October 3, 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**
Multiple vacancies Countywide. 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 them as necessary. Deliver all animals collected to the shelter and segregate those which have bitten a person or show signs disease on a daily basis; transport sick or injured animals to the designated contract shelter, emergency veterinarian service, or destroy when necessary. Requires equivalent of the twelfth 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**
Opportunity to work in the Tulare County Administrative Office in Visalia. 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.

BUSINESS RESOURCE SPECIALIST **\$4,309 - \$5,251 Monthly** **FILING DEADLINE: 10/5/16**
One current vacancy in Visalia with the Workforce Investment Board. Oversee business-related services and programs and ensure consistency within the department. Assist businesses with needs relating to business retention, development and expansion, hiring and training, financing options, economic incentives, and other local services. Requires a bachelor's degree in public or business administration or related field.

CODING SPECIALIST **\$4,097 - \$4,993 Monthly** **FILING DEADLINE: 10/15/16**
Current vacancy with the Health & Human Services Agency in Visalia. 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.

HEALTH AIDE – SPANISH BILINGUAL **\$1,757 - \$2,141 Monthly** **FILING DEADLINE: 10/11/16**
One current vacancy in Visalia with the Health and Human Services Agency. 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**
Current vacancy with the District Attorney's Office. 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.

OFFICE ASSISTANT III **\$2,225 - \$2,712 Monthly** **FILING DEADLINE: 10/6/16**
Multiple vacancies Countywide. This recruitment is for both non-bilingual and bilingual positions and will be used to establish an employment list to fill current and future bilingual vacancies Countywide. Performs a wide variety of general clerical duties related to assigned functional area and department type. Requires equivalent to completion of the twelfth grade, supplemented by specialized business, secretarial, and/or word processing courses AND one (1) year of general clerical experience performing duties similar to those of an Office Assistant II, preferably with six (6) months experience in word processing operations. Self-certified typing speed of 50 corrected wpm.

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

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



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PROBATION CORRECTIONAL OFFICER **\$2,921 - \$3,561 Monthly** **FILING DEADLINE: 10/24/16**
Multiple vacancies with the Tulare County Probation Department in Visalia. 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**
Four vacancies with the District Attorney's Office in Visalia. 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.

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**

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHS). For more information please go to <http://agency.governmentjobs.com/tulare/default.cfm> or contact them directly.

Tulare County Sheriff's Department
Personnel and Training Division
5959 S. Mooney Boulevard
Visalia, CA 93277
Business: (559) 735-1825 or 1-800-757-9907
Fax: (559) 737-4682
Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

Tulare County Health and Human Services Agency (HHS)
5957 S. Mooney Boulevard
Visalia, CA 93277
Business: (559) 624-8450
Fax: (559) 713-3704
Email: humanres@tularehhsa.org
Website: <http://www.tchhsa.org>

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.

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