



HUMAN RESOURCES  
& DEVELOPMENT  
TULARE COUNTY



Apply Online

## CAREER OPPORTUNITIES

Week of May 13, 2024

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.tularecounty.ca.gov/hrd](http://www.tularecounty.ca.gov/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 SENIOR

\$3,377 - \$4,116 Monthly\*

FILING DEADLINE: 05/24/24

Current vacancy with the Tulare County Probation Department located in Visalia. Perform the most difficult or complex clerical bookkeeping work. Make independent decisions regarding classification of source documents. Maintain a variety of detailed financial records. Analyze and interpret accounts and records. Assist with posting and encumbrance procedures. Maintain adjusting and closing entries and prepare trial balances. Requires: Equivalent to completion of the twelfth grade AND Two (2) years of general bookkeeping work. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### BUILDING/CODE COMPLIANCE INSPECTOR I/II

I: \$4,359 - \$5,313; II: \$4,814 - \$5,867 Monthly\*

FILING DEADLINE: 05/14/24

Current vacancy with the Resource Management Agency in Visalia. Inspect construction and/or modifications of residential, commercial, and/or industrial structures. Requires: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade for both Level I and II. For the full job description and complete detailed requirements for each level go to: <https://tularecounty.ca.gov/hrd> **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### ENVIRONMENTAL HEALTH SPECIALIST I/II

I: \$4,816 - \$5,870; II: \$5,295 - \$6,454 Monthly\*

FILING DEADLINE: 05/13/24

One current vacancy with the Health and Human Services Agency, located in Visalia. Conducts inspections and investigations in the enforcement of environmental quality control and public health laws and regulations. Requires graduation from an accredited college or university with a bachelor's degree in environmental health or related fields of science; or possesses alternate qualifications per Title 17, Article 1, Section 7941 of the California Administrative Code. **Level II:** Requires one (1) year of experience in an approved environmental health program. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### EXTRA HELP – FIREFIGHTER

\$16.05 Hourly

FILING DEADLINE: 06/30/24

Current vacancy is with the Tulare County Fire Department located in various locations throughout Tulare County. The anticipated life of the list is six months. Respond to alarms and assist in the suppression of fires and perform rescue and removal of persons from harm; connect and lay hose lines; operate nozzles and direct water stream onto fires. Requires: Equivalent to completion of the twelfth (12) grade.

### GEOGRAPHIC INFORMATION SYSTEMS ANALYST I/II

I: \$5,477 - \$6,675; II: \$6,048 - \$7,371 Monthly\*

FILING DEADLINE: 06/03/24

Current vacancy is with the Resources Management Agency located in Visalia. Maintain spatial databases on microcomputer and UNIX operating systems; Install and maintain software. Develop digital thematic maps using records of survey, Assessor's parcel maps, deeds, and other hard copy maps or pertinent data sources. Integrate electronic map data imported from outside sources with in-house data. Identify and tag graphic components of GIS with attributes. Analyze system malfunctions and implement solutions. Design and implement data security procedures. Requires: Bachelor's degree from an accredited college or university with coursework in civil engineering, surveying, drafting, geography, computer science or systems analysis. **Level I:** One (1) year of responsible experience in surveying, drafting, computer systems support, computer programming, systems analysis and/or data management. **Level II:** Three (3) years of responsible experience in surveying, drafting, computer systems support, computer programming, systems analysis and/or data management or one year equivalent to a GIS Analyst I. One year of supervisory experience desirable. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### HEALTH EDUCATION ASSISTANT -SPANISH BILINGUAL

\$4,069 - \$4,959 Monthly\*\*

FILING DEADLINE: 05/21/24

Current vacancy with the Health & Human Services Agency located in Visalia/Tulare. Prepare and deliver presentations to individuals, schools, and community groups on health topics such as child health and disability prevention, dental health, communicable disease, HIV/AIDS, family planning, nutrition, chronic disease prevention, obesity, and other Health Department services. Requires: Bachelor's degree in public health, education, behavioral, life sciences, or related fields. **EQUIVALENCIES Education:** Minimum of 30 units of college coursework, including at least nine (9) units in a science major, such as social science, health science, environmental science, life science, or closely related field. Experience Direct program experience working with public health, behavioral health, or health programs may be substituted for the educational requirement on a ratio of one (1) year of direct experience for one (1) year of college education, up to three (3) years. Additional units in a science major may be substituted for the direct program experience on a ratio of nine (9) units for one (1) year of direct program experience. **\*Spanish bilingual designated positions are entitled to an additional \$.63 (cents) per hour. \*This position is scheduled to receive a 3% cost of living adjustment**

### HEAVY EQUIPMENT MECHANIC III

\$4,710 - \$5,741 Monthly\*

FILING DEADLINE: 05/15/24

One current vacancy with the Tulare County Solid Waste Department located in Visalia. Inspects cars, pickups, trucks, fire trucks, mowers, buses, motor graders, loaders, dozers, rotary mixers, tractors, and similar equipment to determine the extent of maintenance and repairs required; removes, repairs, rebuilds, and installs gasoline, diesel, and alternative fueled engines; Requires: Equivalent to completion of the twelfth (12<sup>th</sup>) grade AND four (4) years of experience working on heavy equipment diesel engines which included one year as a lead worker. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**



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## CAREER OPPORTUNITIES

### LEGAL SECRETARY I/II/III

I: \$3,762 - \$4,585; II: \$3,963 - \$4,830; III: \$4,164 - \$5,075 Monthly\*

FILING DEADLINE: 06/01/24

Current vacancy with Tulare County Sheriff's Department located in Visalia. Act as secretary to a Legal County department head or assistant department head; prepare comparative workload reports for budgets, annual reports, and documentation; type letters, memos, minutes of meetings, reports, and statistics from shorthand, longhand, dictaphone, tape recorder, and over the telephone. Requires: Equivalent to completion of the twelfth grade AND four (4) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. **Level III:** Equivalent to completion of the twelfth (12th) grade supplemented by specialized legal secretarial and/or paralegal and business training including budget preparation and the operation of office automation computer equipment AND Four (4) years of increasingly responsible legal office support staff and administrative work, including experience in the budget process and the operation of office automation-computer equipment, and preferable one (1) year in a supervisory capacity. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### LIBRARIAN I

\$3,908 - \$4,763 Monthly\*

FILING DEADLINE: 05/16/24

Multiple vacancies with the Tulare County Library, located in Visalia with branches throughout the County. This position will perform a wide variety of technical and professional library work and assist with training other library staff. Requires: Graduation from an accredited college or university with major work in library science or a closely related field. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### LIBRARY SERVICES SPECIALIST I/II

I: \$3,908 - \$4,763; II: \$4,447 - \$5,419 Monthly\*

FILING DEADLINE: 05/17/24

One current vacancy with the Tulare County Library located in Visalia and Pixley. Position will provide high quality, effective, and positive customer service; may be assigned to supervise a specialized service, department, or branch; supervise the work of support staff and volunteers. Requires: Completion of two years of college with an Associate of Arts or Associate of Science degree. Level II requires an additional three years of experience equivalent to Level I. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### MEDICAL OFFICE ASSISTANT BILINGUAL SPANISH/SOUTHEAST ASIAN

\$2,988 - \$3,642 Monthly\*\*

FILING DEADLINE: 05/27/24

Current vacancy with the Health & Human Services Agency located in Visalia. Perform a wide variety of general clerical duties related to assigned functional areas and clinic department. Review and process a variety of documents including general correspondence, memos, and statistical charts from rough drafts or verbal instructions. Requires: Equivalent to completion of the twelfth (12th) grade AND at least six (6) months of increasingly responsible experience in a medical office environment OR completion of a medical office support program from an accredited business/community college or adult school. **\*Spanish/Southeast Asian bilingual designated positions are entitled to an additional \$.63 (cents) per hour. A Spanish proficiency exam will be required. Applicants must be fluent in the ability to read, write, and speak in the Spanish language as well as in English. \*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### PLANNING TECHNICIAN III

\$3,908 - \$4,763 Monthly\*

FILING DEADLINE: 05/27/2024

One current vacancy with the Resources Management Agency-Economic Development & Planning Branch in Visalia. This recruitment will establish an employment list to fill current and future vacancies. Provides technical information by phone, over the counter, and in writing to the public regarding land use and zoning requirements, building codes and procedures, and other related permit process; Requires: Two (2) years of college with major coursework in engineering, architecture, business administration, planning, geography, or a closely related field or two (2) years of experience equivalent to a Planning Technician II. **\*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### SELF SUFFICIENCY COUNSELOR

\$3,352 - \$4,085 Monthly\*\*

FILING DEADLINE: 05/14/2024

#### ENGLISH AND SPANISH BILINGUAL

Multiple vacancies with the Tulare County Health and Human Services Agency. Manage a caseload involving determination of initial and ongoing eligibility for one or more public assistance programs; interview and assess applicants to assist them in completion of application and declaration forms upon which eligibility decisions are based; gather information to determine eligibility to receive public assistance; interpret regulations and program requirements and communicate these to applicants and the public. Requires: equivalent to completion of the twelfth (12<sup>th</sup>) grade AND one (1) year of public contact experience, which would include basic interviewing for the purpose of gathering information to assist with determining eligibility for services and explaining policies, processes, or clarifying information needed of clients or customers. **\* Spanish bilingual designated positions are entitled to an additional \$.63 (cents) per hour. A Spanish proficiency exam will be required. Applicants must be fluent in the ability to read, write, and speak in the Spanish language as well as in English. \*This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### SOCIAL SERVICE WORKER ASSISTANT -LEAD SPANISH BILINGUAL

\$3,380 - \$4,119 Monthly\*\*

FILING DEADLINE: 05/13/24

One current vacancy with the Health & Human Services Agency located in Visalia. Review and provide recommendations to supervisors and management for complex case resolution; communicate tactfully and yet effectively when dealing with both amenable and confrontational situations; mediate and interact with complex and difficult clients; establish and maintain effective interpersonal relationships at all organizational levels, with the public and community partners; explain information to clients or care providers regarding social services programs and other resources available to maintain client safety. Requires: equivalent to completion of the twelfth (12th) grade and two (2) years of full-time experience involving extensive public contact in a health, mental health, or social service setting performing duties such as in-depth interviewing or determining eligibility for publicly or privately financed health benefits, housing, financial assistance, counseling, or social services equivalent to that of a Social Services Worker Assistant. **\*Bilingual positions receive an additional \$.63 (cents) per hour. A Spanish proficiency exam will be required. Applicants must be fluent in the ability to read, write, and speak in the Spanish language as well as in English. \* This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**



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## CAREER OPPORTUNITIES

### **SOCIAL SERVICES WORKER I SPANISH BILINGUAL**

**\$3,523 - \$4,293 Monthly\*\***

**FILING DEADLINE: 05/21/24**

Current vacancy is with the Health & Human Services Agency located in Visalia. Manage a case load which includes cases of moderate difficulty involving basic types of social service problems; interview clients to ascertain the nature of their problems, determine social service needs, develop service plans, and carry out basic social service treatment plans; assist applicants and recipients in utilizing available resources for their needs; interpret policies, rules, and regulations of the department to clients and others; make home calls in connection with case work assignments. Requires: equivalent to completion of two (2) years of college level study in the behavioral or social sciences or a closely related field OR directly related program specific experience may be substituted on a ratio of one (1) year specific experience equivalent to one (1) year of education AND one (1) year of experience involving interviewing and counseling in a social services environment OR additional years of college level study may be substituted for the direct program experience on a year-for-year basis. \* Spanish bilingual designated positions are entitled to an additional \$.63 (cents) per hour. A Spanish proficiency exam will be required. Applicants must be fluent in the ability to read, write, and speak in the Spanish language as well as in English. \* **This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### **TITLE AND ADMINISTRATIVE TECHNICIAN I/II**

**I: \$3,332 - \$4,061; II: \$3,666 - \$4,467 Monthly\***

**FILING DEADLINE: 05/13/24**

One current vacancy with the Assessor/Clerk Recorder's Office located at the Courthouse in Visalia. Examine documents for accuracy to determine acceptability for recordation; read complex technical documents and enter required information to create official records and vital statistics indices; cite State and County laws, rules, regulations, and policies for acceptance/rejection of documents; determine fees. Requires: Equivalent to completion of the twelfth (12th) grade AND **Level I:** One (1) year of clerical experience including preparing, processing, accepting, or reviewing documents. **Level II:** Requires two (2) years of clerical experience, one (1) year of which should be equivalent to a Title and Administration Technician I with the County of Tulare. \***This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### **VETERINARIAN (AT-Will)**

**\$111,092 - \$171,633 Annually \***

**CONTINUOUS**

One current vacancy with the Health & Human Services Agency located in Visalia. Performs high volume, high-quality spay/neuter surgeries of shelter animals, including dogs and cats in a fast-paced environment. Diagnoses and treats diseases, illness, and injuries of shelter animals including dogs, cats, pocket pets, and occasionally farm animals; oversees all aspects of veterinary surgical care including physical examination, surgery, pre-and post-operative care, anesthetic administration, and monitoring. Requires: Graduation from an accredited school of veterinary medicine with a Doctor of Veterinary Medicine degree AND two (2) years of veterinary medical experience, one (1) year of which includes surgical experience in spaying and neutering. \*Salary will be determined upon appointment within the salary range listed. See full job description at <https://www.governmentjob.com/careers/tulare/> \***This position is scheduled to receive a 3% cost of living adjustment on 6/30/2024.**

### **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.

**ATTORNEY- CIVIL I**

**\$75,871 - \$92,467 Annually**

**ATTORNEY- CIVIL II**

**\$86,322 - 105,203 Annually**

**ATTORNEY- CIVIL III**

**\$101,187 - 123,320 Annually**

**ATTORNEY- CIVIL IV**

**\$114,902 - 140,035 Annually**

**ATTORNEY- CIVIL V**

**\$124,289 - \$151,475 Annually**

**DEPUTY DISTRICT ATTORNEY**

**\$97,592 - \$138,661 Annually**

**ENGINEER IV (AT-WILL)**

**\$112,487 - \$137,092 Annually**

**EXTRA HELP - AG & STDS INSPECTOR AIDE**

**\$17.19 Hourly**

**PROBATION OFFICER II**

**\$4,893 - \$5,964 Monthly**

**PROBATION CORRECTIONAL OFFICER II**

**\$4,245 - \$5,173 Monthly**

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

**Tulare County Sheriff's Office**

**Personnel Division**

**833 S. Akers Street**

**Visalia, CA 93277**

**Business: (559) 802-9495 or 1-800-757-9907**

**Email: [sheriffrecruitment@tularecounty.ca.gov](mailto:sheriffrecruitment@tularecounty.ca.gov)**

**Website: <https://tularecounty.ca.gov/sheriff/>**

**Tulare County Health and Human Services Agency (HHSa)**

**5957 S. Mooney Boulevard**

**Visalia, CA 93277**

**Business: (559) 624-8450**

**Fax: (559) 749-9826**

**Email: [hhsa@humanres@tularecounty.ca.gov](mailto:hhsa@humanres@tularecounty.ca.gov)**

**Website: <https://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.*

**APPLY ONLINE AT: [www.tularecounty.ca.gov](http://www.tularecounty.ca.gov)**

**2500 West Burrel, Visalia, CA 93291 | 559-636-4900**