



# HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

## CAREER OPPORTUNITIES

Week of November 14, 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](http://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.

### **AIR CONDITIONING MECHANIC**

**\$3,361-\$4,096 Monthly**

**FILING DEADLINE: 11/22/16**

One current vacancy in General Services office in Visalia. Perform general periodic maintenance work on air conditioning systems; install new equipment; remove and overhaul system components; trouble shoot mechanical and absorption refrigeration units. Requires equivalent of completion of the 12<sup>th</sup> grade and preferably supplemented by training in heating/refrigeration systems AND four years of increasingly responsible experience in the repair and installation of air conditioning and related equipment.

### **ATTORNEY, PUBLIC DEFENDER I-SENIOR**

**I: \$56,976-\$69,439; II: \$64,191-\$78,232 Annual**

**FILING DEADLINE: 11/14/16**

**III: \$74,865-\$91,240; IV: \$87,280-\$106,371; Senior: \$87,280-\$115,039**

One current vacancy in the Public Defender's office in Visalia. Performs Professional legal work in defense of indigent clients. Requires for **Level I:** Active membership in the California State Bar. **Level II:** Active membership and one year in full-time practice of public agency criminal law or two years in the full-time practice of law. **Level III:** Active membership and two years of full-time experience in the practice of public agency criminal law or three years in the full-time practice of law. **Level IV:** Active membership and three years in the full-time practice of public agency criminal law, or four years in the full-time practice of law. Supervisory experience required. **Senior:** Active membership and four years practice of law. Supervisory experience required. This is an At-Will position.

### **CHILDREN SERVICES WORKER- SPANISH BILINGUAL**

**\$2,676-\$3,262 Monthly**

**FILING DEADLINE: 11/15/16**

Explain program purpose, rules and regulations to applicants and recipient families; interview applicants for CCS benefits to obtain information required to determine eligibility. equivalent to completion of 30 units of college level study in the health sciences, social sciences or closely related field OR direct and specific program experience may be substituted on a one (1) year of direct/specific experience for one (1) year of college, plus one (1) year of public contact experience in interviewing clients or determining eligibility for services.

### **COMMUNITY PROGRAM SPECIALIST**

**\$3,215 - \$3,919 Monthly**

**FILING DEADLINE: 11/22/16**

One full-time vacancy in the Cooperative Extension office in Tulare. Performs a wide variety of training and program duties to facilitate the day to day operations of the Master Gardener program. Requires Bachelor's degree in environmental horticulture, agriculture, community development, organizational development, education or youth development AND one year professional or volunteer experience working with volunteers, professionals, general public, community agencies or committees and/or youth.

### **EMERGENCY DISPATCHER I-II**

**I: \$2,990 - \$3,644; II: \$3,302 - \$4,025 Monthly**

**FILING DEADLINE: 11/21/16**

Multiple vacancies in the Tulare County Sheriff's office located in Visalia. **Level I:** learn standard operating procedures in sending and receiving radio transmissions; receive telephone and 911 calls from citizens or other law enforcement agencies or fire departments requesting/reporting emergencies, information and assistance; receive calls simultaneously, prioritize them, and maintain status of each. **Level II:** handle more complex emergency situations; may act as trainer to lower level incumbents. Requires **I Level:** Equivalent to the completion of the twelfth grade AND one year of general clerical experience OR a combination of education and experience. **II Level:** One year of experience as an Emergency Dispatcher I in Tulare County, or one year equivalent 911/emergency dispatch experience in a law enforcement or fire agency.

### **INMATE PROGRAMS SPECIALIST (BILINGUAL)**

**\$2,715 - \$3,308 Monthly**

**FILING DEADLINE: 11/28/16**

Multiple vacancies with the Tulare County Sheriff's Department in Visalia. **This is a Spanish bilingual designated position.** Conduct, organize and coordinate a variety of inmate programs/services such as post release referral counseling, educational resources, reading materials, volunteer services, community service providers and recreational activities; interview inmates to determine the need for and placement into appropriate programs and monitor custodial participant's progress and involvement; assist with the research and preparation of grant applications and funding contracts. Requires graduation from an accredited college with an Associate's degree in Business Administration, Criminal Justice, Sociology or a related field and two years of experience involving interviewing or counseling in a social services or criminal justice environment.

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

APPLY ONLINE AT: [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd)



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**MAIL PROCESSOR**

**\$2,015 - \$2,456 Monthly**

**FILING DEADLINE: 11/14/16**

One vacancy with the Health and Human Services Department in Visalia. Sort incoming mail, parcels and interoffice mail for appropriate department delivery; sort, weigh, classify and meter outgoing mail with correct postage; load and deliver mail according to route plan and time schedule. Requires completion of twelfth grade AND six months of experience involving metering, processing, handling and delivery of mail and packages. Must be able to lift up to 40 lbs. and have a valid driver's license and insurance.

**PARALEGAL II/III-K**

**II: \$3,253-\$3,964 Monthly; III: \$3,416-\$4,163 Monthly**

**FILING DEADLINE: 11/23/16**

Current vacancy with the County Counsel's Office in Visalia. Emphasis on preparing legal documents in civil law and motions. Requires completion of an approved paralegal training program AND one year journey level experience as a paralegal AND possession of a paralegal certificate. The III Level requires one year of journey level experience as a Paralegal II in a specialty area of law AND possession of a paralegal certificate.

**PLANNING TECHNICIAN II**

**\$2,796 - \$3,408 Monthly**

**FILING DEADLINE: 11/14/16**

Vacancy with the Resource Management Agency-Planning Division in Visalia. Assist planning staff in researching information; answer questions and respond to requests from the public, agencies, and other departments; assist planners in the preparation of CEQA documents and environmental studies. Equivalent to Two (2) years of college with major coursework in engineering, architecture, business administration, planning, geography or a closely related field; OR One (1) year of experience equivalent to a Planning Technician I.

**SOLID WASTE ENVIRONMENTAL SUPERVISOR**

**\$4,750 - \$5,789 Monthly**

**FILING DEADLINE: 11/23/16**

Vacancy with the Solid Waste Department. Assist with the preparation of designs, plans, specifications, reports and estimates for various engineering projects, maintain a complex inspection program and gain compliance with regulations and ordinances. Requires completion of a Bachelor's degree with course work in environmental science, geology, hydrology, algebra, geometry, trigonometry, AutoCAD and drafting, industrial science, or building construction. Five (5) years' experience in an area of environmental/remediation practices and/or civil engineering related to solid waste management, including supervisory responsibilities and contract administration.

**SUPERVISING OFFICE ASSISTANT**

**\$2,549-\$3,107 Monthly**

**FILING DEADLINE: 11/22/16**

One vacancy with the Health and Human Services Agency located in Visalia. Plan, organize, assign, coordinate and supervise the work of employees engaged in a wide variety of clerical work. Requires completion of the twelfth grade supplemented with specialized business, secretarial, word processing or supervisory courses AND three years of complex and technical staff support experience including at least one year in a lead worker capacity. Work experience must demonstrate a high level of automation ability and independent decision-making.

**PROMOTIONAL RECRUITMENTS**

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

**FIRE CAPTAIN**

**\$5,183 - \$6,317 Monthly**

**FILING DEADLINE: 11/18/16**

**LEAD SOCIAL SERVICES WORKER III-CWS**

**\$4,375 - \$5,332 Monthly**

**FILING DEADLINE: 11/22/16**

**MAINTENANCE WORKER III**

**\$3,104 - \$3,783 Monthly**

**FILING DEADLINE: 11/18/16**

**PUBLIC HEALTH MICROBIOLOGIST III**

**\$5,989 - \$7,299 Monthly**

**FILING DEADLINE: 11/22/16**

**SELF SUFFICIENCY RESOURCE SPECIALIST**

**\$3,136 - \$3,822 Monthly**

**FILING DEADLINE: 11/14/16**

**SHERIFF'S SERGEANT - OPERATIONS**

**\$5,576 - \$6,795 Monthly**

**FILING DEADLINE: 11/14/16**

**SUPERVISING TITLE & ADMINISTRATION TECH**

**\$3,186 - \$3,883 Monthly**

**FILING DEADLINE: 11/18/16**

**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 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**

**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**

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