



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

CAREER OPPORTUNITIES

Week of November 20, 2017

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.

ACCOUNTANT III **\$4,677 - \$5,700 Monthly** **FILING DEADLINE: 11/30/17**
Assists in the review of budget controls for County funds and special districts; assist in the planning, development and preparation of the County Cost Plan; review and study changes in legal and procedural requirements for preparation of the Cost Plan. Requires equivalent to a Bachelor's degree with major study in accounting or business administration including 15 semester hours in accounting AND two (2) years of experience in accounting and financial records maintenance.

ACCOUNTANT-AUDITOR I/II **I: \$4,056 - \$4,943 Monthly II: \$4,569 - \$5,568 Monthly** **FILING DEADLINE: 11/27/17**
Prepare a variety of detailed accounting, auditing, financial, statistical and narrative reports for the County and other agencies; prepare and review ledgers and journal entries. **Level I** requires equivalent to a Bachelor's degree from an accredited college or university with major study in accounting, public or business administration including 15 semester units in accounting. **Level II** requires equivalent to a Bachelor's degree from an accredited college or university with major study in accounting, public or business administration including 15 semester units in accounting and one (1) year of responsible accounting and/or audit experience performing duties similar to an Accountant Auditor I.

ANALYST – PROPERTY TAX SYSTEM **\$5,962 - \$7,266 Monthly** **FILING DEADLINE: 11/25/17**
Collect, investigate and interpret data relating to tax calculation and collection processes and procedures to develop appropriate software, forms and/or reports; discuss policies, practices, problems and other related matters pertaining to California property tax apportionment. Requires equivalent to a Bachelor's degree with major course work in business administration or related field; administration and course work in computer applications and systems analysis; and three (3) years professional work experience in coordinating computer systems in a large office or three (3) years experience that provides knowledge of database administration and design.

APPRAISER I/II **I: \$4,215 - \$5,137 Monthly II: \$4,748 - \$5,786 Monthly** **FILING DEADLINE: 11/26/17**
Conduct appraisals of residential and smaller commercial and agricultural properties; perform field investigations including inspection and evaluation of properties, surrounding areas and structures, growing improvements, and determination of age, depreciation, quality and quantity **LEVEL I:** Equivalent to a Bachelor's degree from an accredited four-year institution of higher education with major course work in business administration or closely related field. Must qualify for a temporary Appraiser Certificate issued by the State Board of Equalization. **LEVEL II:** In addition to the employment standards for the I level, the II level also requires one year of experience in property appraisal for tax or assessment purposes and possession of a valid Appraiser Certificate issued by the State Board of Equalization.

COMMUNITY HEALTH TECHNICIAN-BILINGUAL **\$1,998-\$2,435 Monthly** **FILING DEADLINE: 11/27/17**
Provide education and counseling on various health issues. Requires equivalent to completion of the twelfth grade supplemented by college courses in health or social sciences AND one year of experience in a community health or related program. Knowledge of perinatal care, pregnancy, nutrition, and effective interviewing experience is highly desirable. Applicants must also possess the ability to read, write and speak in a Southeast Asian language OR Spanish as well as in English.

ENGINEERING TECHNICIAN I/II **I: \$3,506 - \$4,273; II: \$3,949 - \$4,813 Monthly** **FILING DEADLINE: 11/21/17**
Perform technical engineering office, laboratory and field work at the appropriate Engineering Technician level; assist engineers and management in a variety of project assignments including assignments in specialized areas such as environmental monitoring and sampling of water, soils and air and environmental compliance related to County landfills. Requires equivalent to completion of the twelfth grade with courses in algebra, geometry, trigonometry, chemistry, and drafting AND four (4) years experience in an area of civil engineering practices two (2) of which, at an advanced sub professional level. **Level II:** Requires an additional three (3) years of experience, (7 total), with five years at an advanced sub-professional level which included two (2) years of supervisory duties.

ENVIRONMENTAL HEALTH SPECIALIST I/II **I: \$3,920 - \$4,778; II: \$4,310 - \$5,253 Monthly** **FILING DEADLINE: 11/27/17**
Conducts inspections and investigations in the enforcement of environmental quality control and public health laws and regulations. Requires equivalent to completion of Graduation from an accredited college or university with major coursework in environmental health science or possess alternate qualifications per Title 17, Article 1, Section 7941 of the California Administrative Code. **Level II:** One year of experience in an approved environmental health program.

LABORATORY ASSISTANT I **\$2,040 - \$2,487 Monthly** **FILING DEADLINE: 11/28/17**
One current vacancy with the Health and Human Service Agency in Tulare. Check, record and process daily laboratory requests. Requires equivalent to completion of twelfth grade with at least one course in the physical or biological sciences and a valid California Phlebotomist Certificate.

LIBRARY SERVICES SPECIALIST I/II **I: \$3,181 - \$3,887; II: \$3,619 - \$4,411 Monthly** **FILING DEADLINE: 11/21/17**
To 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.



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MEDICAL OFFICE ASSISTANT I - BILINGUAL **\$2,066 - \$2,518 Monthly** **FILING DEADLINE: 11/29/17**
Performs a wide variety of medical office clerical duties in an assigned County health care center. Requires equivalent to completion of the twelfth 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. A bilingual assessment test will be required.

PEER SUPPORT SPECIALIST I **\$1,875 - \$2,285 Monthly** **FILING DEADLINE: 12/02/17**
Provides direct and indirect peer support and wellness and recovery services to peers and family members in either a clinical, community or self-help setting. Requires the equivalent to completion of the twelfth grade and six (6) months of lived experience as a Consumer with the Tulare County Public Mental Health system. Shadowing a Peer Support Specialist II or higher for 80 hours. Proof of completion of initial Wellness and Recovery Action Plan (WRAP).

SECRETARY III **\$3,226 - \$3,932 Monthly** **FILING DEADLINE: 11/26/17**
Plans, supervises and directs the day-to-day clerical and administrative activities of the office; acts as confidential secretary to a County department head; prepares correspondence and agenda items; edits drafts; operates computers and software applications such as word processing, spreadsheet and data base programs. Requires completion of the twelfth grade and four years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. Type accurately at a speed of 50 words per minute

SENIOR ACCOUNT CLERK **\$2,432 - \$2,964 Monthly** **FILING DEADLINE: 11/23/17**
Perform complex clerical bookkeeping and payroll work. Requires: Equivalent to completion of the twelfth grade AND two years of general clerical bookkeeping experience. Completion of an approved full charge bookkeeper program or other bookkeeping-office support program from an accredited business/community college or adult school may substitute for one year of the required experience.

SUPERVISING OFFICE ASSISTANT **\$2,627 - \$3,201 Monthly** **FILING DEADLINE: 12/02/17**
Supervises, organizes, plans, directs and participates in varied clerical work in a County Department; to provide administrative assistance in assembling, compiling, and summarizing information for reports and projects; and provides highly responsible staff assistance. 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.

TRAINING OFFICER I/II **I: \$3,960 - \$4,826; II: \$4,167 - \$5,080 Monthly** **FILING DEADLINE: 11/29/17**
Develop, coordinate, and conduct one or more phases of a departmental training program. Organize, plan, and conduct training on a variety of topics, and other department specific functions. Requires a bachelor's degree in organizational development, public or business administration, or related field and two (2) years of experience preparing materials and giving training presentations. Level II: Requires an additional year of experience equivalent to one year as a Training Officer with Tulare County.

PROMOTIONAL RECRUITMENTS

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

CONSTRUCTION & MAINTENANCE WORKER III	\$3,060 - \$3,729 Monthly	FILING DEADLINE: 11/26/17
CONSTRUCTION & MAINTENANCE WORKER IV	\$3,347 - \$4,079 Monthly	FILING DEADLINE: 11/26/17
STAFF SERVICES ANALYST III	\$4,651 - \$5,669 Monthly	FILING DEADLINE: 11/24/17

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	\$12.10 Hourly
IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II	\$44,901 - \$63,784 Annually
PLANNER IV (AT-WILL)	\$70,971 - \$86,495 Annually
PROBATION CORRECTIONAL OFFICER I	\$3,009 - \$3,668 Monthly
PROBATION OFFICER I	\$3,141 - \$3,821 Monthly

Additional employment opportunities 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 Department	Tulare County Health and Human Services Agency (HHSA)
Personnel and Training Division	Business: (559) 624-8450
Business: (559) 735-1825 or 1-800-757-9907	Website: http://www.tchhsa.org
Website: http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment	

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
2500 West Burrel, Visalia, CA. 93291 (559) 636-4900
APPLY ONLINE AT: www.co.tulare.ca.us/hrd