



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

CAREER OPPORTUNITIES

Week of November 7, 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.

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.

COLLECTOR – TAX PROGRAMS I \$2,908 – 3,544 Monthly FILING DEADLINE: 11/10/16

Manage a caseload involving the collection of money owed to the county in the areas of bulk transfers, business licenses, transit occupancy tax, and secured and unsecured property taxes. A typical way to obtain the knowledge, skills, and abilities would be equivalent to completion of the twelfth grade AND one (1) year of experience involving routine collection activities.

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.

COUNTY COUNSEL-AT WILL \$170,000-\$195,000 Annual FIRST REVIEW: 11/10/16

Serve as legal Counsel to the Board of Supervisors, oversee a full-service law office and Risk Management; manage a complement of 56 staff members. For detailed description of job duties and requirements go to www.co.tulare.ca.us/hrd.

DIGITAL FORENSIC ANALYST I \$4,167 - \$5,078 Monthly FILING DEADLINE: 11/8/16

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.

FIRE DIVISION CHIEF (At-Will) \$8,420 - \$10,262 Monthly FILING DEADLINE: 11/06/16

To plan, coordinate, and administer the activities of a major division within the Fire Department; and to provide highly technical and responsible staff assistance to the County Fire Chief. Requires equivalent to graduation from high school supplemented with college course work in Fire Science or Fire Technology AND eight (8) years of increasingly responsible experience in fire suppression and administration, including at least three years as a chief officer in a paid position of an organized fire department. **To Apply: Send a comprehensive resume detailing qualifications, work experience, and showing career progression with advancing degrees of responsibility to Tulare County Human Resources Department, Attn: Bernadette Elszy-Perez, 2900 W. Burrell Ave., Visalia, CA. 93291; or email to belszy-perez@co.tulare.ca.us or Fax: (559) 730-2597. Phone inquiries: (559) 636-4934.**

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

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



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TULARE COUNTY

IT NETWORK TECHNICIAN I/II

I: \$3,540-\$4,315; II: \$4,112-\$5,011 Monthly

FILING DEADLINE: 11/08/16

Vacancy with the Information Communications Technology Department located in Visalia. Install, relocate, and remove VoIP hardware, telephone and data cabling systems, Network hardware and multimedia hardware. Perform preventive maintenance on network hardware, telephone hardware and switching equipment. Requires completion of the twelfth grade, supplemented by vocational or electronic communication equipment training. **Level I:** requires two years of experience within the last 5 years in the installation, maintenance, and repair of varied telecommunication and network equipment. **Level II:** requires three years of experience within the last 5 years in the installation, maintenance, and repair of varied telecommunication and network equipment.

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.

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

MAINTENANCE WORKER III

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

FILING DEADLINE: 11/18/16

MENTAL HEALTH CASE MANAGER III

\$2,875 - \$3,504 Monthly

FILING DEADLINE: 11/11/16

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

SOCIAL SERVICE WORKER ASSISTANT

\$2,331 - \$2,841 Monthly

FILING DEADLINE: 11/09/16

SOCIAL SERVICE WORKER ASSISTANT-LEAD

\$2,572 - \$3,135 Monthly

FILING DEADLINE: 11/09/16

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

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

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