



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

CAREER OPPORTUNITIES

Week of August 22, 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.

ACCOUNTANT I

I: \$3,779-\$4,606

FILING DEADLINE: 9/7/16

Two vacancies with the Auditor's Office located in Visalia. Maintain departmental financial records, accounts, and claims using manual and automated systems; prepare accounting entries for revenue and expenditures, transfer of funds, and account reconciliation. Requires a Bachelor's degree in accounting or business administration, which included 15 semester hours in accounting.

ACCOUNTANT I/II-K

I: \$3,779-\$4,606; II: \$4,173-\$5,086 Monthly

FILING DEADLINE: 08/29/16

Vacancy with the Auditor's Office located in Visalia. Maintain departmental financial records, accounts, and claims using manual and automated systems; prepare accounting entries for revenue and expenditures, transfer of funds, and account reconciliation. Requires a Bachelor's degree in accounting or business administration, which included 15 semester hours in accounting. In addition to the requirements of the Level I, **Level II** requires one year of experience in accounting and financial records maintenance

COUNTY FINANCIAL TECHNICIAN I

\$2,361-\$2,878 Monthly

FILING DEADLINE: 9/7/16

Vacancy with the Auditor-Controller/Treasurer-Tax Collector Office in Visalia. Duties vary by department, but may include: Review forms and records for accuracy, completeness and conformity to procedures; compile and maintain indexes, lists, files and records; compute supplemental assessments; research, resolve and correct discrepancies on tax assessment roll. Requires **Level I** - equivalent to completion of the twelfth grade and one year of general financial record keeping experience, **OR** completion of an approved full charge bookkeeper program or other office support program from an accredited business/community college or adult school.

HHS UNIT MANAGER I

\$5,017 - \$6,115 Monthly

FILING DEADLINE: 08/26/16

One current vacancy with the Health and Human Services Agency, Mental Health Services Branch in Visalia. Requires graduation from an accredited college or university with a Bachelor's degree in health or public administration or closely related field **AND** three years of responsible fiscal, managerial, personnel or governmental administrative work. Related work experience may be substituted for the education requirement on a year for year basis.

HUMAN RESOURCES ANALYST I/II

I: \$3,825-\$4,662; II: \$4,615-\$5,625 Monthly

FILING DEADLINE: 08/28/16

Vacancy with the Human Resources and Development Department in Visalia. Perform recruitment and selection activities including developing recruitment and testing materials, evaluating applicants, and administering, and scoring examinations. Requires Bachelor's degree in public, business or human resources administration, organizational development or closely related field. Level II requires the education stated for the I Level **AND** at least one year of experience in local government human resources/personnel administration. Professional Human Resources certification highly desirable.

IT NETWORK ADMINISTRATOR I/II

I: \$4,840-\$5,898; II: \$5,622-\$6,852 Monthly

FILING DEADLINE: 08/31/16

One current vacancy with the Tulare County Information Technology (IT) Department in Visalia. Assists in the planning and implementing of the overall strategic goals of Tulare County's network system. Requires completion of two years of college course work in computer science, information technology or related field **AND** Level I: requires work experience to provide knowledge of network administration, network design, and construction of LAN, WAN, with two years of VoIP experience; Level II: requires one year as a Network Administrator I (which includes at least 2 years of VoIP experience.) **OR** three years' experience in network administration, network design, and construction of LAN, WAN, and two years of VoIP.

OFFICE ASSISTANT II (Bilingual & Non-Bilingual)

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

FILING DEADLINE: 08/24/16

Current vacancies with the Sheriff's Department. This recruitment is for both non-bilingual and bilingual positions and will be used fill current and future bilingual vacancies Countywide. Requires completion of the twelfth grade **AND** six months of general clerical experience, **OR** completion of an approved office support program from an accredited business/community college or adult school. Self-certified typing speed of 45 corrected wpm.

PUBLIC DEFENDER INVESTIGATIVE ASSISTANT

\$2,995 - \$3,650 Monthly

FILING DEADLINE: 08/22/16

Process and serve documents such as legal motions and subpoenas, determine location of persons, agencies and businesses from available sources. Requires equivalent to completion of the 12th grade supplemented by college coursework in criminal justice, paralegalism, or related field **AND** one year of significant investigative experience.

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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SECRETARY III

\$3,132 - \$3,817 Monthly

FILING DEADLINE: 9/6/16

Vacancy with the Health and Human Services Agency in Visalia. Plan, supervise and direct the day-to-day clerical and administrative activities of the office; act as confidential secretary to a County department head; prepare correspondence and agenda items; edit drafts; operate 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.

WORKFORCE DEVELOPMENT ANALYST

\$4,309 - \$5,251 Monthly

FILING DEADLINE: 08/29/16

One vacancy with the Workforce Investment Board. Assist with development and coordination of various workforce development programs. Research, compile and analyze information and data to use in program planning. Assist with preparation of grant applications. Requires equivalent to graduation from an accredited college or university with a bachelor's degree in public or business administration or related field, and one (1) year of responsible administrative experience involving project management and oversight.

WORKFORCE DEVELOPMENT PROGRAM COORDINATOR \$4,750 - \$5,789 Monthly

FILING DEADLINE: 08/29/16

One vacancy with the Workforce Investment Board. Participate in the work of and provide supervision to staff involved in workforce development programs. Assume responsibility for major functional areas of departmental activity such as Management Information System, adult programs, youth programs, or monitoring. Requires equivalent to graduation from an accredited college or university with a bachelor's degree in public or business administration or related field, and two (2) years of responsible administrative experience involving project management and oversight.

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 I	\$16.38 Hourly
EH NUTRITION ASSISTANT I/II	I: \$11.89 Hourly; II - \$13.13 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	\$25,666 - \$31,280 Annually

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHSA). For more information please go to <http://agencv.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 (HHSA)
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.

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

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