



**HUMAN RESOURCES  
& DEVELOPMENT**  
TULARE COUNTY

**CAREER OPPORTUNITIES**

Week of August 29, 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.

**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

**DEPUTY AG COMMISSIONER/SEALER**

**\$4,683 - \$5,708 Monthly**

**FILING DEADLINE: 09/19/16**

Multiple vacancies with the Ag Commissioners Office in Tulare. Plan, organize, coordinate, and supervise the implementation and enforcement of agricultural and weights and measures laws, regulations, policies and procedures in assigned divisions or units. Requires equivalent to graduation from an accredited college or university with specialization in agriculture or biological science AND four (4) years' experience in inspection and enforcement of agricultural and weights and measures laws and codes which includes at least three (3) years above the trainee level including one (1) year in a lead or supervisory capacity. Must possess a valid California State License for Deputy County Agricultural Commissioner AND a valid California State License for a Deputy Sealer of Weights and Measures OR possession of at least one required license at time of appointment with the ability to obtain the second required license within three (3) years from time of appointment.

**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.

**CHILD SUPPORT OFFICER I**

**\$2,649 - \$3,229 Monthly**

**FILING DEADLINE: 09/13/16**

Multiple vacancies with the Department of Child Support Services in Visalia and Porterville. Maintain caseload, resolve child support complaints, enforce and collect child support payments, conduct interviews to obtain information. Requires completion of two (2) years of college level study in the behavioral or social sciences or closely related field AND one (1) year of increasingly responsible experience involving interviewing and public contact, preferably in collections or eligibility determination.

**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.

**SECRETARY III**

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

**FILING DEADLINE: 9/6/16**

Vacancy with the Information and Communications Technology Department 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.

**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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**STAFF SERVICES ANALYST I** **\$3,630 - \$4,424 Monthly** **FILING DEADLINE: 9/9/16**  
Vacancy in Admin Fiscal with the Health and Human Services Agency in Visalia. Gather and analyze information concerning management problems and prepare reports showing time, space, personnel, equipment, materials and cost of recommended solutions Requires graduation from an accredited college or university with a Bachelor's degree in business or public administration or a closely related field OR completion of two years of college with a major work in business or public administration and two years of progressively responsible administrative experience at a level equivalent to the Tulare County class of Administrative Aide.

**STAFF SERVICES ANALYST II** **\$4,097 - \$4,993 Monthly** **FILING DEADLINE: 9/9/16**  
Vacancy in Admin Health Services with the Health and Human Services Agency in Visalia. Assist management in planning and implementing new services or changes to existing services; analyze alternative methods available. Requires graduation from an accredited college or university with a Bachelor's degree in business or public administration or a closely related field and one year of responsible fiscal, managerial, personnel, or governmental administrative work.

**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 (HHS). For more information please go to <http://agency.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 (HHS)  
5957 S. Mooney Boulevard  
Visalia, CA 93277  
Business: (559)624-8450  
Fax: (559)713-3704  
Email: [humanres@tularehhsa.org](mailto: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.*

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