



# HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

## CAREER OPPORTUNITIES

Week of June 13, 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.

**ATTORNEY I-IV, CIVIL - COUNTY COUNSEL** **\$57,632 - \$104,285 Annually** **FILING DEADLINE: 6/24/16**  
Vacancy with the County Counsel's Office located in Visalia. This is a general practice position concentrating on civil litigation including appearing in court and before administrative bodies. For a complete job description and requirements visit at [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd).

**EXTRA HELP PARKS & GROUNDS WORKER** **\$13.44 Hourly** **FILING DEADLINE: 6/24/16**  
Immediate vacancy is for Balch Park. Assist in trimming, pruning, and removing a variety of trees; apply protective substances and spray trees for infestation. Requires equivalent to completion of the 12<sup>th</sup> Grade AND one year responsible landscape, grounds, and/or tree maintenance experience.

**INVESTIGATOR – DISTRICT ATTORNEY** **\$4,978 - \$6,067 Monthly** **FILING DEADLINE: 07/06/16**  
Vacancy with the Tulare County District Attorney's Bureau of Investigations in areas located throughout Tulare County. Conduct difficult and sensitive criminal and civil investigations in support of prosecuting attorneys; locate and interview victims, defendants, complainants and others. This is a peace officer position. Requires completion of the twelfth grade, supplemented by technical courses in police science or investigation AND three years of experience as a peace officer, including one year performing criminal investigations.

**IT CLIENT SPECIALIST I/II** **I: \$3,596-\$4,383 Monthly; II: \$4,192-\$5,109 Monthly** **FILING DEADLINE: 06/30/16**  
Coordinate and facilitate client meetings, in person or via conference call, and prepares materials, agendas, minutes and presentations. Make recommendations to utilize IT technology to improve client department business processes. Requires Bachelor's Degree in Computer Science or Management Information Systems, Business Administration or related college degree (In lieu of degree, four years of work experience in a computer related field will be accepted) AND One (1) year of experience in business analysis and documentation activities, project administrative support, or work experience on cross-functional teams with **In addition** to the education requirement for the I Level, the **II Level requires** three (3) years of experience in business analysis and documentation activities, project administrative support, or work experience on cross-functional teams.

**PRINCIPAL ACCOUNT CLERK** **\$2,637-\$3,213 Monthly** **FILING DEADLINE: 06/27/16**  
One current vacancy with the Health & Human Services Agency in Visalia. Plan and direct activities necessary to keep accounts and other financial records for large unit or primary function of a department. Requires equivalent to completion of the 12<sup>th</sup> Grad AND four years of responsible experience in keeping or reviewing accounting records, including two (2) years in a supervisory capacity.

**PUBLIC DEFENDER INVESTIGATOR I/II-Bilingual** **I: \$4,670-\$5691; II: \$5,137-\$6,260 Monthly** **FILING DEADLINE: 06/13/16**  
Vacancy in the Public Defender's Office in Visalia. Investigate crimes by gathering, assembling, preserving and reporting facts and evidence. Requires equivalent to completion of the 12<sup>th</sup> Grade AND two (2) years of increasingly responsible experience in investigations or in law enforcement performing criminal investigations. Level II requires education requirement AND five (5) years of increasingly responsible experience in investigations or in law enforcement performing criminal investigations.

**SELF SUFFICIENCY COUNSELOR I English/Bilingual** **\$2,307 - \$2,812 Monthly** **FILING DEADLINE: 06/20/16**  
Determination of initial and ongoing eligibility for one or more public assistance programs; interview and assess applicants in order to assist them in the completion of an application and declaration forms upon which eligibility decisions are based. Position requirements include the completion of the 12<sup>th</sup> grade, one year of public contact experience and the ability to conduct an interview. Basic math skills should include addition, subtraction, multiplication and division of whole numbers, fractions, and percentages; interviewing techniques; record keeping principles. **Recruitment for this position will also be used to fill existing and future vacancies for the Self Sufficiency Support Assistant I position (salary \$2,118-\$2,581).**

**SUPERVISING ANIMAL CONTROL OFFICER** **\$3,960- \$4,827 Monthly** **FILING DEADLINE: 06/29/16**  
To oversee and supervise the operations of the Animal Control Officers unit. This unit is with the Animal Services Division of the Health and Human Services Agency. Requires the equivalent to completion of the twelfth grade supplemental by college coursework in Administration of Justice or Animal Science or closely related discipline AND two (2) years of experience equivalent to an Animal Control Officer III.

**TRAFFIC CONTROL WORKER I/II** **I: \$2,351 - \$2,865 – II: \$2,674 - \$3,259 Monthly** **FILING DEADLINE: 06/17/16**  
Multiple vacancies with the Resource Management Agency in Visalia. Fabricate street signs and install them, and assist in pavement striping and stenciling operations. Requires completion of twelfth grade. **Level II:** will require one year of experience in the preparation and maintenance of road marking and traffic control signs equivalent to Traffic Control Worker I in the County of Tulare.

**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)



**HUMAN RESOURCES  
& DEVELOPMENT**  
T U L A R E C O U N T Y

**PROMOTIONAL RECRUITMENTS**

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

**PLANNING TECHNICIAN II**

**\$2,769-\$3,374 Monthly**

**FILING DEADLINE: 6/17/16**

**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.

**EH AG & STANDARDS INSPECTOR AIDE**

**\$11.30 Hourly**

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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