



HUMAN RESOURCES & DEVELOPMENT

T U L A R E C O U N T Y

CAREER OPPORTUNITIES

Week of June 20, 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 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.

CIVIL CLERK **\$2,203-\$2,685 Monthly** **FILING DEADLINE: 06/29/16**
Accept civil case documents and forms from the public and courts, and review them for completeness and compliance with law. Perform bookkeeping duties such as posting fees, preparing trial balances and statement of fees, and posting to and keeping ledgers. Requires equivalent to completion of the twelfth grade and two years of general bookkeeping experience, preferably in a legal office.

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 12th 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.

MEDICAL OFFICE ASSISTANT I - BL **\$1,986 – 2,421 Monthly** **FILING DEADLINE: 07/01/16**
Multiple vacancies with the Health and Human Services Agency located in Visalia. Review and process a variety of documents including general correspondence, memos, and statistical charts from rough drafts or verbal instructions. Act as a receptionist, answer the telephone, register patients using the clinic computer system, schedule appointments, wait on the general public. Requires completion of the twelfth grade AND 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.

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 12th Grad AND four years of responsible experience in keeping or reviewing accounting records, including two (2) years in a supervisory capacity.

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 12th 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).**

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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TULARE COUNTY

SHERIFF'S RECORDS CLERK

\$2,432 - \$2,964 Monthly

FILING DEADLINE: 06/27/16

One vacancy working in the Sheriff's Department in Visalia. This recruitment is for a bilingual position and will be used to fill current and future bilingual vacancies. Receive legal documents and other correspondence for filing and recording, including warrants, restraining orders, criminal histories, and fingerprint cards; research criminal files for subpoena. Requires graduation from high school AND two years of experience performing legal clerical duties in a legal office, criminal justice agency, or related field.

SOCIAL SERVICES WORKER I

\$2,676 - \$3,261 Monthly

FILING DEADLINE: 06/27/16

Caseload management which includes cases of moderate difficulty involving social service problems. Interview clients to ascertain the nature of their problems, determine social service's needs, develop service plans, and carry out social service treatment plans. Assist applicants and recipients in utilizing available resources for their needs. Requires completion of two years of college level study in the behavioral or social sciences or a closely related field AND one year of experience involving interviewing and counseling in order to determine needs within a social services environment.

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.

TITLE & ADMINISTRATION TECHNICIAN

\$2,607-\$3,177 Monthly

FILING DEADLINE: 06/27/16

Examine documents for accuracy in order to determine their acceptability for recordation; read complex technical documents and enter required information into the computer to create official records and vital statistics indices; determine prescribed fees to be charged for the recording of documents. Requires equivalent to completion of the twelfth grade and one year of clerical experience including preparing, processing, accepting or reviewing documents.

PROMOTIONAL RECRUITMENTS

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

SOCIAL SERVICES WORKER III

\$3,263 - \$3,977 Monthly

FILING DEADLINE: 6/25/16

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
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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