



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

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.

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: 07/05/16

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

EH PARKS & GROUNDS WORKER -BALCH PARK

\$13.44 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 Burrell, Visalia, CA. 93291 (559)636-4900

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