



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

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CAREER OPPORTUNITIES

Week of May 16, 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.

ADMINISTRATIVE SERVICES PROGRAMMER ANALYST I/II I: \$5,526 - \$6,735: II: \$6,009-\$7,324 Monthly **FILING DEADLINE: 05/18/16**
Current vacancies with the Tulare County Information and Communications Technology Department in Visalia. Establishing a detailed program specification through discussion with clients. Requires two years of college with coursework in computer programming and mathematics AND one year as a programmer on computers and their operating systems, and two years of experience programming computers using industry standard languages. II Level requires two years as a programmer on computers and three years programming computers. Some lead and supervisory experience desirable for Level II.

APPRAISER I-II I: \$4,051 - \$4,938 II: \$4,564 - \$5,562 Monthly **FILING DEADLINE: 5/30/16**
Conduct appraisals of residential and smaller commercial and agricultural properties; perform field investigations including inspection and evaluation of properties, surrounding areas and structures, growing improvements, and determination of age, depreciation, quality and quantity. Requires LEVEL I: Any combination of education and experience that meets the minimum qualifications for temporary certification as an Appraiser by the State Board of Equalization is qualifying. A typical way to meet these standards would be equivalent to a Bachelor's degree from an accredited four-year institution of higher education with major course work in business administration or closely related field. Must qualify for a temporary Appraiser Certificate issued by the State Board of Equalization. LEVEL II: In addition to the employment standards for the I level, the II level also requires one year of experience in property appraisal for tax or assessment purposes and possession of a valid Appraiser Certificate issued by the State Board of Equalization.

ASSISTANT RMA DIRECTOR-FISCAL SERVICES \$81,927-\$115,550* Annually **FIRST REVIEW: 05/09/16**
Executive level vacancy with the Resource Management Agency in Visalia. Requires Bachelor's degree in Accounting, Public Administration, Business or Finance AND five (5) years progressively responsible experience in complex fiscal administration including two years in a management or supervisory capacity. To be considered, please send a comprehensive resume to Tulare County Human Resources & Development Department, 2900 West Burrel Ave., CA 93291; by email to ascrivner@co.tulare.ca.us; or by fax to (559) 730-2597. For complete job description, visit www.co.tulare.ca.us/hrd. *May appoint within posted salary range. This is an At-Will position.

CASEWORKER AIDE I/II - CWS I: \$1,929 - \$2,351 - II: \$2,122 - \$2,586 Monthly **FILING DEADLINE: 05/19/16**
Transport recipients to and from agencies and community organizations. Monitor visits between parents, relatives, and children. Accompany staff members on client visits to homes. Assist in identifying possible needs for social services and refer clients to appropriate staff members. Requires equivalent to completion of the twelfth grade. Level II requires an additional six (6) months experience as a Caseworker Aide I-CWS.

DEPUTY PUBLIC GUARDIAN I \$3,429 - \$4,179 Monthly **FILING DEADLINE: 05/23/16**
One current vacancy with the Health & Human Services Public Guardian Department located in Visalia. Conduct investigations to assist the court in determining the need for conservatorship; interpret problems/courses of action to conservative and family members; arrange for and follow up on arrangements for the care of the conservative and/or property. Typical way to obtain the knowledge, skills and abilities would be an Associate Degree in public or business administration.

FIRE INSPECTOR \$3,213 - \$3,916 Monthly **FILING DEADLINE: 05/30/16**
Vacancy in the Tulare County Fire Department in Farmersville. Travel throughout the county is required. Plan and conduct inspections of assembly, commercial, residential, organized camps, licensed day cares, apartments, licensed residential care facilities, industrial, storage facilities, jails, schools, health care and other facilities licensed by State agencies. Requires equivalent to completion of the 12th grade with major coursework or specialized training in fire prevention, construction/building trades, fire protection systems or closely related field OR two years in the inspection or administration of related regulatory ordinances.

INVESTIGATOR AIDE \$2,609-\$3,179 Monthly **FILING DEADLINE: 05/31/16**
Current vacancy with the Tulare County District Attorney's Office in Visalia. Process and serve documents such as legal motions, subpoenas, orders and complaints; assist in transportation of witnesses; examine public and private records for personal history and other data. Requires equivalent to completion of the 12th grade AND one (1) year of significant public contact 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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IT CLIENT SPECIALIST I/II **I: \$3,596-\$4,383 Monthly; II: \$4,192-\$5,109 Monthly** **FILING DEADLINE: 05/31/16**
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.

IT CLIENT SPECIALIST III **\$4,584 - \$5,587 Monthly** **FILING DEADLINE: 05/31/16**
Vacancy with the Tulare County Information and Communications Technology Department in Visalia. Assist in the assignment, training, and supervision of activities of IT Client Specialists I/II, technical, and other support staff; coordinate and facilitate client meetings, learn, understand and assist with documentation of client business processes; make recommendations to utilize IT technology to improve client department business processes; collaborate and act as liaison with client; mitigate IT issues and requests. For the complete job description and requirements visit to www.co.tulare.ca.us/hrd

IT SYSTEMS TECHNICIAN I/II **I: \$3,505-\$4,272 Monthly; II: \$4,071-\$4,962 Monthly** **FILING DEADLINE: 05/16/16**
Daily maintenance, updates, Move/Add/Change requests to the County's DNS/DHCP systems; administration of the county's print server environment; assist in the daily operations of the County's data backup systems. Requires completion of the twelfth grade with additional vocational or technical courses in the operation and maintenance of network, telecommunication and electronic communication equipment. In addition the position requires two (2) years of experience in the installation, maintenance, troubleshooting and repair of varied software applications, workstation and server equipment. **Level II** requires an additional year of experience.

SOCIAL SERVICES WORKER III-CWS **\$4,125 - \$5,027 Monthly** **FILING DEADLINE: 05/27/2016**
Manage a caseload within the Child Welfare Services spectrum, including emergency response, family maintenance, family reunification, permanency planning and adoptions. Some case assignments may require the use of Spanish or a South East Asian language if clients are not able to communicate in English and need further assistance. A typical way to obtain the knowledge, skills and abilities for this position would be equivalent to graduation from an accredited college or university with a bachelors degree in social work, behavioral science, social science or a closely related field.

PROMOTIONAL RECRUITMENTS

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

MEDICAL OFFICE ASSISTANT **\$1,986-\$2,421 Monthly** **FILING DEADLINE: 5/23/16**

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.

ATTORNEY, DISTRICT ATTORNEY I/II/III/IV **\$56,412 – \$104,285 Annually**
EH AG & STANDARDS INSPECTOR AIDE **\$11.30 Hourly**

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHSA). 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 (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.

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