



HUMAN RESOURCES & DEVELOPMENT

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

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CAREER OPPORTUNITIES

Week of May 30, 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.

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.

DAIRY INSPECTOR I **\$3,769 - \$4,593 Monthly** **FILING DEADLINE: 6/03/16**

Current vacancy with the Health and Human Services Agency in Visalia. Inspect dairies and dairy farms to determine conformance with sanitary regulations; inspect sanitary conditions of buildings, equipment and personnel in milk handling and processing facilities and determine compliance with appropriate laws and regulations. Requires a Bachelor's degree in Dairy Science, Food Science, Animal Science, or closely related field.

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.

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.

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 DOCUMENTATION SPECIALIST **I: \$3,596 - \$4,383 - II: \$4,192 - \$5,109 Monthly** **FILING DEADLINE: 06/01/16**

One current vacancy with the Tulare County Information Technology department in Visalia. Works closely with technical and administrative personnel, taking responsibility for writing and editing technical documentation. Requires an Associate's Degree in Business, English, Journalism, Computer Science or related field. **Level I:** requires one (1) year work experience in a computer setting; **OR** two (2) years' work experience in related documentation position or technical writing, in lieu of educational requirements **Level II:** Requires an additional six (6) months or more experience as an IT Documentation Specialist I; **OR** three (3) years work experience in related technical writing or training documentation field.

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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TULARE COUNTY

MEDICAL ASSISTANT

\$2,272 - \$2,769 Monthly

FILING DEADLINE: 06/05/16

Current vacancy with the Health and Human Service Agency in Visalia. Interview patients to obtain medical information and measure vital signs, weight, and height and assist physicians in examining patients. A typical way to obtain the knowledge, skills and abilities would be: equivalent to completion of the twelfth grade and completion of an accredited Medical Assistant program which included training in venipuncture, skin puncture, and injections; **OR** two years Medical Assistant experience in a medical health care setting performing injections and/or immunizations and vital signs.

PUBLIC DEFENDER INTERVIEWER I-Bilingual

\$2,483-\$3,026 Monthly*

FILING DEADLINE: 06/10/16

Vacancy in the Public Defender's Office in Visalia. Interview clients in person or by phone to obtain details of arrest, detention, connection with charged offenses, and other information pertinent to development of the defense case. Requires equivalent to completion of the 12th Grade **AND** two years of experience in public contact involving in-depth interviewing. *Bilingual positions will receive an additional fifty cents per hour compensation.

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 12th 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.

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.

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
EH AG & STANDARDS INSPECTOR AIDE**

**\$56,412 – \$104,285 Annually
\$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.

Human Resources & Development

2900 West Burrel, Visalia, CA. 93291 (559)636-4900

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