



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

CAREER OPPORTUNITIES

Week of September 5, 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.

ACCOUNTANT I

I: \$3,779-\$4,606

FILING DEADLINE: 09/07/16

Two vacancies with the Auditor's Office located in Visalia. Maintain departmental financial records, accounts, and claims using manual and automated systems; prepare accounting entries for revenue and expenditures, transfer of funds, and account reconciliation. Requires a Bachelor's degree in accounting or business administration, which included 15 semester hours in accounting.

AG & STANDARDS INSPECTOR TRAINEE/I/II

\$2,822-\$4,275 Monthly

FILING DEADLINE: 09/12/16

Vacancy with the Ag Commissioner Office in Tulare. Conduct field surveys and inspections that include fruit, vegetable and egg quality; conduct nursery compliance, pest and disease control, and pesticide safety. Requires Bachelor's a degree from an accredited college in agricultural, biological or related discipline. Possession of valid State and Federal inspection licenses/ certificates.

DEPUTY AG COMMISSIONER/SEALER

\$4,683 - \$5,708 Monthly

FILING DEADLINE: 09/19/16

Multiple vacancies with the Ag Commissioners Office in Tulare. Plan, organize, coordinate, and supervise the implementation and enforcement of agricultural and weights and measures laws, regulations, policies and procedures in assigned divisions or units. Requires equivalent to graduation from an accredited college or university with specialization in agriculture or biological science AND four (4) years' experience in inspection and enforcement of agricultural and weights and measures laws and codes which includes at least three (3) years above the trainee level including one (1) year in a lead or supervisory capacity. Must possess a valid California State License for Deputy County Agricultural Commissioner AND a valid California State License for a Deputy Sealer of Weights and Measures OR possession of at least one required license at time of appointment with the ability to obtain the second required license within three (3) years from time of appointment.

COUNTY FINANCIAL TECHNICIAN I

\$2,361-\$2,878 Monthly

FILING DEADLINE: 09/07/16

Vacancy with the Auditor-Controller/Treasurer-Tax Collector Office in Visalia. Duties vary by department, but may include: Review forms and records for accuracy, completeness and conformity to procedures; compile and maintain indexes, lists, files and records; compute supplemental assessments; research, resolve and correct discrepancies on tax assessment roll. Requires **Level I** - equivalent to completion of the twelfth grade and one year of general financial record keeping experience, **OR** completion of an approved full charge bookkeeper program or other office support program from an accredited business/community college or adult school.

CHILD SUPPORT OFFICER I

\$2,649 - \$3,229 Monthly

FILING DEADLINE: 09/13/16

Multiple vacancies with the Department of Child Support Services in Visalia and Porterville. Maintain caseload, resolve child support complaints, enforce and collect child support payments, conduct interviews to obtain information. Requires completion of two (2) years of college level study in the behavioral or social sciences or closely related field AND one (1) year of increasingly responsible experience involving interviewing and public contact, preferably in collections or eligibility determination.

HEALTH EDUCATION SPECIALIST

\$3,769 - \$4,594 Monthly

FILING DEADLINE: 09/16/16

Vacancies in Tulare and Visalia. Plan, supervise and evaluate the work of assigned health support staff; conduct health related educational presentations and work with various outside organizations and programs. Master's degree in Public or Community Health Education from a program accredited by the American Public Health Association **OR** Master's degree in Health Education or related field **OR** Bachelor's degree in Health Education or related field plus two years of related health education experience.

REFUSE EQUIPMENT OPERATOR

\$2,622 - \$3,621 Monthly

FILING DEADLINE: 09/11/16

Vacancy with the Solid Waste Department. Operate light and heavy landfill equipment and attachments. Spread, compact, and cover refuse; operate water truck, maintain grounds at disposal sites. Completion of twelfth grade and one year of responsible experience in the operation of gas and diesel powered heavy equipment.

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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SECRETARY III

\$3,132 - \$3,817 Monthly

FILING DEADLINE: 09/06/16

Vacancy with the Information and Communications Technology Department in Visalia. Plan, supervise and direct the day-to-day clerical and administrative activities of the office; act as confidential secretary to a County department head; prepare correspondence and agenda items; edit drafts; operate computers and software applications such as word processing, spreadsheet and data base programs. Requires completion of the twelfth grade and four years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. Type accurately at a speed of 50 words per minute.

STAFF SERVICES ANALYST I

\$3,630 - \$4,424 Monthly

FILING DEADLINE: 09/09/16

Vacancy in Admin Fiscal with the Health and Human Services Agency in Visalia. Gather and analyze information concerning management problems and prepare reports showing time, space, personnel, equipment, materials and cost of recommended solutions. Requires graduation from an accredited college or university with a Bachelor's degree in business or public administration or a closely related field OR completion of two years of college with a major work in business or public administration and two years of progressively responsible administrative experience at a level equivalent to the Tulare County class of Administrative Aide.

STAFF SERVICES ANALYST II

\$4,097 - \$4,993 Monthly

FILING DEADLINE: 09/09/16

Vacancy in Admin Health Services with the Health and Human Services Agency in Visalia. Assist management in planning and implementing new services or changes to existing services; analyze alternative methods available. Requires graduation from an accredited college or university with a Bachelor's degree in business or public administration or a closely related field and one year of responsible fiscal, managerial, personnel, or governmental administrative work.

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.

DEPUTY COUNTY LIBRARIAN	\$71,400 - \$106,860 Annually
DEPUTY DISTRICT ATTORNEY I-IV	\$56,412 - \$104,285 Annually
EH AG & STANDARDS INSPECTOR AIDE	\$11.30 Hourly
EH HEAVY EQUIPMENT MECHANIC I	\$16.38 Hourly
EH NUTRITION ASSISTANT I/II	I: \$11.89 Hourly; II - \$13.13 Hourly
EH PARKS & GROUNDS WORKER -BALCH PARK	\$13.44 Hourly
IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II	I: \$3,632-\$4,427; II: \$4,234-\$5,160 Monthly
SENIOR ACCOUNT CLERK	\$2,362 - \$2,878 Monthly

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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