



HUMAN RESOURCES & DEVELOPMENT

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

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CAREER OPPORTUNITIES

Week of April 11, 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.

ASSISTANT COUNTY AUDITOR-CONTROLLER **\$81,927-\$122,889* Annually** **CONTINUOUS**
Executive level vacancy in the Auditor-Controller's office in Visalia. Requires Bachelor's degree in Accounting AND five (5) years progressively responsible experience in government or public accounting including three years of supervisory experience. A CPA or Masters degree in accounting is highly desirable. To be considered, please send a comprehensive resume to Tulare County Human Resources & Development Department, 2900 West Burrel Ave., CA 93291; by email to Belszy-perez@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.

EMERGENCY DISPATCHER I/II **I Level: \$2,961-\$3,608 Monthly; II Level: \$3,270-\$3,985 Monthly** **FILING DEADLINE: 4/14/16**
Vacancy with the Tulare County Sheriff's Office in Visalia. Receive telephone and 911 calls from citizens or other law enforcement agencies or fire departments requesting/reporting emergencies, information and assistance. Requires equivalent to completion of the 12th grade AND one year of general clerical OR a combination of education and experience. **II Level** requires one year of experience as an Emergency Dispatcher I in Tulare County OR one year equivalent 911/emergency dispatch experience in a law enforcement or fire agency. **Applicants must submit a typing certificate verifying net speed of at least 40 wpm before the filing deadline. Online typing tests will not be accepted.**

ENGINEERING AIDE I **Level I: \$2,507-\$3,056 Monthly** **FILING DEADLINE: 4/21/16**
Vacancy with the Resource Management Agency in Visalia. Assist with routine office or field engineering work; assist in checking subdivision maps, land surveys, municipal and district boundaries. Requires equivalent to completion of the 12th grade with courses in algebra, geometry, trigonometry and drafting.

PARALEGAL I **\$2,966-\$3,614 Monthly** **FILING DEADLINE: 4/6/16**
Vacancy in the District Attorney's Office in Visalia. Prepare various types of legal documents, such as contracts, liens, motions, pleadings, orders, petitions, briefs, resolutions, and ordinances after obtaining necessary facts and background information for review by attorney. Requires completion of an approved paralegal training program OR three years experience researching and drafting a variety of legal documents preferably supplemented by coursework in legal office practices and business law.

REFUSE SITE ATTENDANT **\$2,260 - \$2,754 Monthly** **FILING DEADLINE: 04/15/16**
Determine disposal charges based on materials, weight, volume and type of vehicle; measure vehicles and calculate volume and load amounts; weigh loads using a digital electronic scale; collect fees, issue receipts and make deposits of monies collected. Requires equivalent to completion of twelfth grade AND on year work experience involving collection of money and dealing with the public.

SECRETARY II/III **I: \$2,915-\$3,552; II: \$3,070-\$3,742 Monthly** **FILING DEADLINE: 4/11/16**
Vacancy with the Health and Human Services Agency 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.

TCAG ADMINISTRATIVE CLERK **\$2,901-\$3,536 Monthly** **FILING DEADLINE: 4/18/16**
Vacancy with the Tulare County Association of Governments (TCAG) in Visalia. Prepares or assists in the preparation of minutes for TCAG and related commissions and committee meetings. Requires equivalent to completion of the 12th Grade AND three (3) years of progressively responsible clerical or administrative support experience, preferably including experience in a public agency providing responsible clerical support for an elected board, appointed commission or committee.

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

PROMOTIONAL RECRUITMENTS

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

ADMINISTRATIVE SERVICES OFFICER II	\$5,246-\$6,393 Monthly	FILING DEADLINE: 4/19/16
ADMINISTRATIVE SPECIALIST I-HRD	\$4,919 - 5,995 Monthly	FILING DEADLINE: 4/21/16
HHS UNIT MANAGER I - CAL WORKS	\$4,919 - \$5,995 Monthly	FILING DEADLINE: 4/13/16
IT DOCUMENT SPECIALIST II	\$4,192 - \$5,109 Monthly	FILING DEADLINE: 4/18/16
IT SPECIALIST APPLICATION SUPPORT I/II	I: \$3,596-\$4,383 II: \$4,192-\$5,109 Monthly	FILING DEADLINE: 4/13/16
SELF SUFFICIENCY SUPPORT SUPERVISOR	\$3,121 - \$3,804 Monthly	FILING DEADLINE: 4/18/16

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
LIBRARIAN II/III	II: \$41,725 – 50,884 – III: \$46,136 – \$ 56,227 ANNUALLY

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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