



HUMAN RESOURCES & DEVELOPMENT

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

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CAREER OPPORTUNITIES

Week of April 18, 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.

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.

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.

TRAINING OFFICER I **\$3,806 - \$4,639 Monthly** **FILING DEADLINE: 04/25/16**
One vacancy with Child Support Services in Visalia. Develop, coordinate, and conduct one or more phases of a departmental training program. Organize, plan, and conduct training on a variety of topics, which may include skill development software programs and automated computer systems, and other department specific functions. Requires graduation from an accredited college or university with a bachelor's degree in organizational development, public or business administration, or related field, and two years of experience preparing materials and giving training presentations before groups; for some positions, experience providing knowledge of program specific training topics (child support programs, etc) may be substituted on a year for year basis.

VICTIM WITNESS WORKER I **\$2,676 - \$3,261 Monthly** **FILING DEADLINE: 4/24/16**
Vacancy with the District Attorney's Office in Visalia. Provides victim assistance to a broad base of public and private agencies and County referral agencies; provides initial counsel to victims in complex crisis situations; and assists victims in filing for assistance with the State's Victim of Crime Compensation Program. Requires equivalent to completion of two years of college, including 15 units of criminal law, sociology or a related area, AND two (2) years of increasingly responsible experience in interviewing or obtaining information in fields similar to the criminal justice system.

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
IT DOCUMENT SPECIALIST II	\$4,192 -\$5,109 Monthly	FILING DEADLINE: 4/18/16
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
COOK I/II/III	I: \$2,087-\$2,544; II: \$2,305-\$2,809; III: \$2,495-\$3,041 Monthly
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.tularecountv.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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