



HUMAN RESOURCES & DEVELOPMENT

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

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CAREER OPPORTUNITIES

Week of April 25, 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.

ACCOUNT CLERK

\$2,117 - \$2,580 Monthly

FILING DEADLINE: 05/02/16

This recruitment will establish an employment list to fill current and future vacancies throughout Tulare County. Maintains a variety of financial records. Requires completion of the twelfth grade and one year of general clerical bookkeeping experience **OR** completion of an approved full charge bookkeeper program or other bookkeeping-office support program from an accredited business/community college or adult school.

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.

ASSISTANT RMA DIRECTOR-FISCAL SERVICES

\$81,927-\$115,550* Annually

FIRST REVIEW: 5/9/16

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.

OFFICE ASSISTANT III

\$2,203 - \$2,685 Monthly

FILING DEADLINE: 04/28/16

This recruitment will establish an employment list to fill current and future vacancies throughout Tulare County. Performs a wide variety of general clerical duties related to assigned functional area and department. Requires Completion of the twelfth grade, supplemented by specialized business, secretarial, and/or word processing courses AND one year of general clerical experience performing duties similar to those of an Office Assistant II, preferably with six months experience in word processing operations. Self-certified typing speed of 50 corrected wpm.

SENIOR ACCOUNT CLERK

\$2,338 - \$2,849 Monthly

FILING DEADLINE: 04/27/16

This recruitment will establish an employment list to fill current and future vacancies throughout Tulare County. Performs complex clerical bookkeeping and payroll work and maintains a variety of detailed financial records and accounts. Requires completion of the twelfth grade AND two years of general clerical bookkeeping experience. Completion of an approved full charge bookkeeper program or other bookkeeping-office support program from an accredited business/community college or adult school may substitute for one year of the required experience.

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.

CHIEF RECORDS CLERK	\$3,446-\$4,199 Monthly	FILING DEADLINE: 5/03/16
EMPLOYEE/EMPLOYER RESOURCES & DEV SUPV	\$5,602-\$6,828 Monthly	FILING DEADLINE: 5/05/16

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.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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