



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

CAREER OPPORTUNITIES

Week of July 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.

AGRICULTURAL & STANDARDS ENFORCEMENT OFFICER **\$4,152 - \$5,060 Monthly** **FILING DEADLINE: 07/21/16**
Current vacancy is with the Agricultural Commissioner/Sealers Department in Tulare. Coordinates and processes complaints and pesticide related illness cases reported to the Department. Interviews complainants, witnesses and other people who possess information regarding complaints. Requires bachelor's degree in agriculture or biological sciences and one (1) year experience equivalent to an Agricultural/Standards Inspector III with Tulare County and one (1) year of agricultural and standards investigator experience.

CONSTRUCTION & MAINTENANCE WORKER III **\$2,941-\$3,585 Monthly** **FILING DEADLINE: 7/26/16**
Two immediate vacancies with the Tulare County Resource Management Agency at the Dinuba Sub-Road Yard (Three Rivers) and the Porterville Sub-Road Yard (Camp Nelson). Perform journey level maintenance and construction work using heavy gasoline or diesel powered equipment such as motor grader, rotary mixer, bulldozer, backhoe, and scraper. Requires equivalent to completion of the 12th grade AND three years of experience in the operation of a variety of heavy equipment, including servicing the equipment, reading work orders, and maintaining operating records.

IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II **I: \$3,597-\$4,384 Mo. II: \$4,192-\$5,109 Mo.** **FILING DEADLINE: 07/20/16**
Vacancies with the Tulare County Information and Communications Technology Department in Visalia. Enterprise Content Management is a formalized means of organizing and storing an organization's documents, and other content, that relates to the organization's processes. This position will provide specialized support for enterprise content management (ECM) technology components, including day-to-day monitoring and analysis of system operation, security and business continuity; ensures scheduled maintenance operations and tasks are performed as required. For a complete job description and requirements visit www.co.tulare.ca.us/HRD.

IT CLIENT SPECIALIST I/II **I: \$3,596-\$4,383 Monthly; II: \$4,192-\$5,109 Monthly** **FILING DEADLINE: 07/30/16**
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.

PARALEGAL II/III **I: \$2,966-\$3,615 Monthly; II: \$3,114-\$3,795 Monthly** **FILING DEADLINE: 7/29/16**
Current vacancy with the Public Defenders' Office in Visalia. Emphasis on preparing and reviewing legal documents. Requires completion of an approved paralegal training program OR three (3) years experience drafting a variety of legal documents. Paralegal II requires one (1) year journey level experience as a Paralegal AND possession of a paralegal certificate.

PROMOTIONAL RECRUITMENTS

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

CHILD WELFARE SERVICES SUPERVISOR	\$4,754 - \$5,794 Monthly	FILING DEADLINE: 07/22/16
MAINTENANCE SUPERVISOR	\$3,731 - \$4,548 Monthly	FILING DEADLINE: 07/18/16
PROBATION INSTITUTION SUPERVISOR	\$3,998 - \$4,872 Monthly	FILING DEADLINE: 07/22/16
ROAD YARD ASSISTANT	\$2,756 - \$3,359 Monthly	FILING DEADLINE: 07/19/16

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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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 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 PARKS & GROUNDS WORKER -BALCH PARK	\$13.44 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.

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