



**HUMAN RESOURCES  
& DEVELOPMENT**  
TULARE COUNTY

**CAREER OPPORTUNITIES**

Week of July 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](http://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.

**CODING SPECIALIST** **\$4,097 - \$4,993 Monthly** **FILING DEADLINE: 08/01/16**

Current vacancy with the Health & Human Services Agency in Visalia. Review daily electronic records for compliance. Requires possession of Certified Coding Specialist designation or completion of two years of college or university in health, mental health, business administration, computer science, or a closely related field and three years' experience in medical record coding assurance or increasingly responsible experience in health, mental health or electronic health records may be substituted for the educational requirement on a year for year basis.

**COMMUNITY HEALTH TECHNICIAN-BILINGUAL** **\$1,940-\$2,364 Monthly** **FILING DEADLINE: 08/03/16**

Current vacancy with the Health & Human Services Agency in Visalia. Provide education and counseling on various health issues. Requires equivalent to completion of the twelfth grade supplemented by college courses in health or social sciences AND one year of experience in a community health or related program. Knowledge of perinatal care, pregnancy, nutrition, and effective interviewing experience is highly desirable. Applicants must also possess the ability to read, write and speak Spanish and English.

**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.

**EXTRA HELP GATE ATTENDANT** **\$10.00 Hourly** **FILING DEADLINE: 7/29/16**

General Services-Parks & Recreation Division. Receive park fees from users, write receipts, and secure monies received, maintain accurate records of receipts. Requires equivalent to completion of the 12<sup>th</sup> Grade AND one (1) year of experience in public contact work, preferably involving the receiving, receipting and securing of currency. Extra Help is a non-benefited, At Will position with variable number of hours and duration of employment. Extra Help employees may not work more than 1,559 hours in a fiscal year.

**EXTRA HELP MAINTENANCE WORKER I/II** **\$14.83 - \$16.38 Hourly** **FILING DEADLINE: 8/5/15**

Posting is for General Services. Assist with maintenance and repair work on heating, plumbing, electrical, ventilation and air conditioning systems in buildings. Requires equivalent to completion of the 12<sup>th</sup> Grade AND two (2) years of increasingly responsible experience in building or mechanical maintenance work or in the construction or building trades. Level II requires one additional year of work experience. Extra Help is a non-benefited, At Will position with variable number of hours and duration of employment. Extra Help employees may not work more than 1,559 hours in a fiscal year.

**EXTRA HELP MUSEUM ASSISTANT** **\$10.43 Hourly** **FILING DEADLINE: 8/3/15**

General Services-Parks & Recreation Division. Schedule and conduct tours, handle fees, and maintain order during visitor hours. Requires equivalent to completion of the 12<sup>th</sup> Grade AND two (2) years of experience related to the care of historical artifacts and/or buildings, preferable in a museum setting including planning and working with exhibits and public contact. Extra Help is a non-benefited, At Will position with variable number of hours and duration of employment. Extra Help employees may not work more than 1,559 hours in a fiscal year.

**HEALTH PROGRAM ASSISTANT-Spanish Bilingual** **\$2,364 - \$2,882 Monthly** **FILING DEADLINE: 08/05/16**

One current vacancy with the Health and Human Services Agency in Dinuba. Conducts nutrition and health related education sessions for the promotion of positive health and dietary control of disease. Requires graduation from high school or equivalent and one year of experience in an educational or information giving capacity preferably with low-income individuals or pregnant women.

**LABORATORY ASSISTANT I** **I: \$1,980 - \$2,414 Monthly** **FILING DEADLINE: 08/01/16**

One current vacancy with the Health and Human Service Agency in Tulare. Check, record and process daily laboratory requests. Requires equivalent to completion of twelfth grade with at least one course in the physical or biological sciences and a valid California Phlebotomist Certificate.

**LIBRARY SERVICES SPECIALIST I/II** **I: \$3,089 - \$3,764 II: \$3,514 - \$4,283** **FILING DEADLINE: 08/08/16**

To provide high quality, effective and positive customer service; May be assigned to supervise a specialized service, department, or branch. Level I: Requires completion of two years of college with an Associates of Arts or an Associates of Science; Level II requires an additional three years of experience equivalent to Level I.

**Human Resources & Development**  
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