



# HUMAN RESOURCES & DEVELOPMENT

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

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## CAREER OPPORTUNITIES

Week of May 2, 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.

### 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](mailto:Belszy-perez@co.tulare.ca.us); or by fax to (559) 730-2597. For complete job description, visit [www.co.tulare.ca.us/hrd](http://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](mailto:ascrivner@co.tulare.ca.us); or by fax to (559) 730-2597. For complete job description, visit [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd). \*May appoint within posted salary range. This is an At-Will position.

### EXTRA HELP FIRE INSPECTOR

**\$18.54 Hourly**

**FILING DEADLINE: 05/9/16**

Immediate need in the Tulare County Fire Department in Farmersville. Travel throughout the county is required. Plan and conduct inspections of assembly, commercial, residential, organized camps, licensed day cares, apartments, licensed residential care facilities, industrial, storage facilities, jails, schools, health care and other facilities licensed by State agencies. Requires equivalent to completion of the 12<sup>th</sup> grade with major coursework or specialized training in fire prevention, construction/building trades, fire protection systems or closely related field OR two years in the inspection or administration of related regulatory ordinances. Extra Help positions are limited to work 1,559 hours per fiscal year and are At-will. There are no benefits associated with extra help positions.

### IT CLIENT SPECIALIST I/II

**I: \$3,596-\$4,383 Monthly; II: \$4,192-\$5,109 Monthly**

**FILING DEADLINE: 05/31/16**

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.

### PATIENT ACCOUNTS REPRESENTATIVE I/II

**I: \$2,160 - \$2,632 Monthly; II: \$2,384 - \$2,906**

**FILING DEADLINE: 05/11/16**

Process health insurance and private pay billings on patient/client accounts; review of new patients to determine classifications of coverage to be billed such as private insurance, Medi-Cal, or Medicare. Requires twelfth grade, one year of experience billing patient third-party insurance accounts OR three years of responsible experience in processing patient accounts including Med-Cal, Medicare, and private pay processing. Level II: In addition to the Level I requirements, two years' experience billing and collecting patient accounts.

**Human Resources & Development**

2900 West Burrel, Visalia, CA. 93291 (559)636-4900

APPLY ONLINE AT: [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd)



**HUMAN RESOURCES  
& DEVELOPMENT**  
TULARE COUNTY

**PROMOTIONAL RECRUITMENTS**

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

<b>CHIEF RECORDS CLERK</b>	<b>\$3,446-\$4,199 Monthly</b>	<b>FILING DEADLINE: 5/03/16</b>
<b>EE/ER RESOURCES &amp; DEVELOPMENT SUPERVISOR</b>	<b>\$5,602-\$6,828 Monthly</b>	<b>FILING DEADLINE: 5/05/16</b>
<b>PROBATION DIVISION MANAGER</b>	<b>\$5,825 - \$7,099 Monthly</b>	<b>FILING DEADLINE: 5/09/16</b>
<b>SUPERVISING PROBATION OFFICER</b>	<b>\$5,023 - \$6,122 Monthly</b>	<b>FILING DEADLINE: 5/09/16</b>

**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.

<b>ATTORNEY, DISTRICT ATTORNEY I/II/III/IV</b>	<b>\$56,412 – \$104,285 Annually</b>
<b>COOK I/II/III</b>	<b>I: \$2,087-\$2,544; II: \$2,305-\$2,809; III: \$2,495-\$3,041 Monthly</b>
<b>EH AG &amp; STANDARDS INSPECTOR AIDE</b>	<b>\$11.30 Hourly</b>
<b>LIBRARIAN II/III</b>	<b>II: \$41,725 – 50,884 – III: \$46,136 –\$ 56,227 ANNUALLY</b>

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](mailto: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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