



HUMAN RESOURCES & DEVELOPMENT

TULARE COUNTY

CAREER OPPORTUNITIES

Week of September 26, 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.

BUSINESS RESOURCE SPECIALIST

\$4,309 - \$5,251 Monthly

FILING DEADLINE: 10/5/16

One current vacancy in Visalia with the Workforce Investment Board. Oversee business-related services and programs and ensure consistency within the department. Assist businesses with needs relating to business retention, development and expansion, hiring and training, financing options, economic incentives, and other local services. Requires a bachelor's degree in public or business administration or related field.

HEALTH AIDE – SPANISH BILINGUAL

\$1,757 - \$2,141 Monthly

FILING DEADLINE: 10/11/16

One current vacancy in Visalia with the Health and Human Services Agency. Assist medical staff in daily clinic operations. Prepare patients for exams. Take and record vital signs. Requires twelfth grade, completion of a CNA program and eight or more weeks participation in a Medical Assistant or Medical Office Procedures training program.

OFFICE ASSISTANT III

\$2,225 - \$2,712 Monthly

FILING DEADLINE: 10/6/16

Multiple vacancies Countywide. This recruitment is for both non-bilingual and bilingual positions and will be used to establish an employment list to fill current and future bilingual vacancies Countywide. Performs a wide variety of general clerical duties related to assigned functional area and department type. Requires equivalent to 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.

PROBATION CORRECTIONAL OFFICER

\$2,921 - \$3,561 Monthly

FILING DEADLINE: 10/24/16

Multiple vacancies with the Tulare County Probation Department in Visalia. Counsel juveniles regarding individual, family, social or other problems. Supervise and instruct an assigned group of juveniles in programming and recreational activities. Observe, evaluate and report on the conduct, needs, personality, adjustment and progress in treatment. Requires equivalent to two years of college with major work in behavioral or social science or criminology or a high school diploma/GED from an accredited U.S. public, private, or Department of defense school and two (2) years of responsible work experience, one (1) year of which involved public interaction.

WELFARE INVESTIGATOR

\$4,517 - \$5,505 Monthly

FILING DEADLINE: 09/26/16

Current vacancies with the Tulare County District Attorney's Financial Investigations Division in Visalia. Conduct investigations of suspected fraudulent receipt of public assistance. Requires equivalent to completion of the twelfth grade supplemented by college coursework in criminology or criminal justice AND one (1) year of experience in law enforcement or investigative work. Requires certificate of completion of the CA Basic POST Police Academy received within the previous three years or completion of the re-qualification course if more than three years OR a valid, active CA Basic Post certificate.

PROMOTIONAL RECRUITMENTS

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

FIRE BATTALION CHIEF

\$72,328 - \$88,149 Annually

FILING DEADLINE: 09/30/16

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 COUNTY LIBRARIAN	\$71,400 - \$106,860 Annually
DEPUTY DISTRICT ATTORNEY I-IV	\$56,412 - \$104,285 Annually
EH AG & STANDARDS INSPECTOR AIDE	\$11.30 Hourly
EH HEAVY EQUIPMENT MECHANIC II - VISALIA	\$19.20 Hourly
EH PARKS & GROUNDS WORKER - BALCH PARK	\$13.44 Hourly
IT ENTERPRISE CONTENT MANAGEMENT SPECIALIST I/II	I: \$3,632 - \$4,427; II: \$4,234 - \$5,160 Monthly
SENIOR ACCOUNT CLERK	\$2,362 - \$2,878 Monthly

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHS). 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 (HHS)
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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