



CAREER OPPORTUNITIES

Week of April 15, 2024

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.tularecounty.ca.gov/hrd. Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

CHILD SUPPORT PROGRAM MANAGER

\$6,349 - \$7,738 Monthly

FILING DEADLINE: 04/25/24

One current vacancy with the Department of Child Support Services (DCSS) located in Porterville. Supervise, coordinate and direct child support programs including establishment and enforcement operations, customer service, complaint resolution, state hearings and quality assurance; plan, organize, and direct the work of staff involved in child support functions. Requires: Graduation from an accredited college or university with major coursework in business administration or closely related area AND Four years of responsible fiscal, managerial, personnel or governmental administrative work, preferably in a child support setting.

DETENTION SERVICES OFFICER- PROBATION

\$3,291 - \$4,011 Monthly

FILING DEADLINE: 04/27/24

Two current vacancies are with the Tulare County Probation Department, Juvenile Detention Facility located in Visalia. This is a non-sworn Probation Department position which may be assigned to any detention division or unit specifically to operate central control mechanisms for those units or wings. Incumbents in positions of this class are expected to acquire the necessary knowledge, skills, and abilities to perform assigned duties in a short training period. Incumbents act as technical support person within the Probation Facilities. Requires: Equivalent to completion of the twelfth grade.

ENGINEER II/III

II: \$6,805 - \$8,294; III: \$7,957 - \$9,698 Monthly

FILING DEADLINE: 05/03/24

One current vacancy with the Tulare County Resource Management Agency (RMA), located in Visalia. This position is responsible for performing professional engineering work comprised of more complex and difficult assignments within an assigned section or department of the County's public works programs. Requirements: Bachelor's degree in civil engineering or a closely related field OR the education equivalency of a valid certification as an Engineer-In-Training (EIT) issued by the board for Professional Engineers, Land Surveyors, and Geologists with seven years of full-time paid engineering experience AND three (3) years of full-time, paid engineering experience. Possession of or ability to obtain by time of appointment registration as a professional engineer is also required.

LAUNDRY TECHNICIAN

\$3,035 - \$3,699 Monthly

FILING DEADLINE: 04/20/24

Two (2) current vacancies are with Tulare County Probation Department located in Visalia. Position requires shift work and includes weekend work schedules. Operate, identify mechanical problems of, and make minor repairs or adjustments on commercial type laundry equipment; process a high volume of clothing and linen through an institutional laundry; size and sort clothes; deliver clothing and other washable items to various institutional locations. Requires: Equivalent to completion of the twelfth (12th) grade AND Six (6) months of work experience.

NUTRITION ASSISTANT / SPANISH BILINGUAL

\$2,994-\$3,649 Monthly*

FILING DEADLINE: 04/18/24

Current bilingual (Spanish) vacancy is with the Health & Human Services Agency located throughout Tulare County. Interview, determine eligibility, certify, and recertify applicants and participants according to state and local guidelines; conduct nutrition assessments and refer appropriate cases for further counseling; record participant eligibility, health, and dietary information on program forms and the online information system. Requires: Equivalent to completion of the twelfth (12th) grade. *Bilingual positions receive an additional \$.63 (cents) per hour.

PARALEGAL II/III K

II: \$4,116 - \$5,017; III: \$4,322 - \$5,268 Monthly

FILING DEADLINE: 04/19/24

Current vacancy with the Tulare County Counsel's Office in Visalia for the Litigation Team. Emphasis is on preparing legal documents for all aspects of civil litigation, including motions and discovery. Prepare various types of legal documents, such as contracts, opinions, liens, motions, pleadings, orders, petitions, briefs, resolutions, and ordinances after obtaining necessary facts and background information for review by attorney; review documents for compliance with statutes, court decisions, and other legal authorities; assist attorneys in legal research. Requires: Completion of an approved paralegal training program AND The **II Level** requires one year journey level experience as a paralegal AND possession of a paralegal certificate; The **III Level** requires one year of journey level experience as a Paralegal II in a specialty area of law AND possession of a paralegal certificate. Equivalency for Education: Three years' work experience researching and drafting a variety of legal documents preferably supplemented by course work in legal office practices and business law.

PLANNER I

\$4,839 - \$5,897 Monthly

FILING DEADLINE: 04/15/24

Multiple current vacancies with the Resource Management Agency. Design and develop a variety of studies, plans, programs, and reports; research and write reports, ordinances, recommendations, grant applications and correspondence; review legal opinions and legislation and administer existing regulations pertaining to subjects such as the General Plan, zoning, environment, Community Development Block Grants, and land division. Requires bachelor's degree from an accredited college or university with major course work in urban, regional or city planning; environmental studies; geography; architecture; or closely related field.



HUMAN RESOURCES & DEVELOPMENT TULARE COUNTY



Apply Online

CAREER OPPORTUNITIES

SECRETARY I – HUMAN RESOURCES

\$3,588 - \$4,373 Monthly

FILING DEADLINE: 4/17/24

Current vacancy is with Human Resources & Development located in Visalia. Plan, assign and supervise the work of other clerical employees; assist in the selection of clerical staff; train employees in procedures and techniques; complete performance evaluation reports and take or recommend appropriate actions; act as confidential secretary to a County department head or assistant department head; refer incoming mail to department head and staff members. Requires: Equivalent to completion of the twelfth grade and four years of increasingly responsible clerical and secretarial experience involving frequent contact with the public.

VETERINARIAN (AT-Will)

\$111,092 - \$171,633 Annually *

CONTINUOUS*

One current vacancy with the Health & Human Services Agency located in Visalia. Performs high volume, high-quality spay/neuter surgeries of shelter animals, including dogs and cats in a fast-paced environment. Diagnoses and treats diseases, illness, and injuries of shelter animals including dogs, cats, pocket pets, and occasionally farm animals; oversees all aspects of veterinary surgical care including physical examination, surgery, pre-and post-operative care, anesthetic administration, and monitoring. Requires: Graduation from an accredited school of veterinary medicine with a Doctor of Veterinary Medicine degree AND two (2) years of veterinary medical experience, one (1) year of which includes surgical experience in spaying and neutering. *Salary will be determined upon appointment within the salary range listed. See full job description at <https://www.governmentjob.com/careers/tulare/>

PROMOTIONAL RECRUITMENTS

DIGITAL PRINT AND MAIL SPECIALIST LEAD PRINT AND MAIL SERVICES MANAGER

\$3,386 - \$4,127 Monthly

\$6,241 - \$7,606 Monthly

FILING DEADLINE: 04/19/24

FILING DEADLINE: 04/19/24

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- CIVIL I	\$75,871 - \$92,467 Annually
ATTORNEY- CIVIL II	\$86,322 - 105,203 Annually
ATTORNEY- CIVIL III	\$101,187 - 123,320 Annually
ATTORNEY- CIVIL IV	\$114,902 - 140,035 Annually
ATTORNEY- CIVIL V	\$124,289 - \$151,475 Annually
DEPUTY DISTRICT ATTORNEY	\$97,592 - \$138,661 Annually
ENGINEER IV (AT-WILL)	\$112,487 - \$137,092 Annually
EXTRA HELP - AG & STDS INSPECTOR AIDE	\$17.19 Hourly
EXTRA HELP – SEASONAL FIREFIGHTER	\$16.52 Hourly
HUMAN RESOURCES DEPUTY DIRECTOR	\$110,000 - \$135,000 Annually
PROBATION CORRECTIONAL OFFICER II	\$4,245 - \$5,173 Monthly
PROBATION OFFICER II	\$4,893 - \$5,964 Monthly

Additional employment opportunities are 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 Office
Personnel Division
833 S. Akers Street
Visalia, CA 93277
Business: (559) 802-9495 or 1-800-757-9907
Email: sheriffrecruitment@tularecounty.ca.gov
Website: <http://tularecounty.ca.gov/sheriff/>

Tulare County Health and Human Services Agency (HHSa)
5957 S. Mooney Boulevard
Visalia, CA 93277
Business: (559) 624-8450
Fax: (559) 749-9826
Email: hhsahumanres@tularecounty.ca.gov
Website: <https://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.

APPLY ONLINE AT: www.tularecounty.ca.gov

2500 West Burrel, Visalia, CA 93291 | 559-636-4900