



CAREER OPPORTUNITIES

Week of October 25, 2021

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.

ADMINISTRATIVE SERVICES OFFICER II

\$6,023 - \$7,341 Monthly

FILING DEADLINE: 11/08/21

Current vacancy with the Tulare County Probation Department located in Visalia. Formulate departmental policy in administrative services and business management; plan, organize, assign, review, and direct fiscal administrative services; confer with the department head on major fiscal related administrative service problems. Requires: Graduation from college with major coursework in Accounting, Public or Business Administration. AND three (3) years of experience in complex fiscal administration that includes accounting responsibilities, program and systems implementation and monitoring, and including at least one year in a supervisory capacity.

ACCOUNT CLERK - EXTRA HELP

\$14.17 Hourly

FILING DEADLINE: 11/01/21

Current vacancy with the Solid Waste Department, located in Visalia. Extra help employees may not work more than 1,559 hours in any fiscal year from July to June. Performs varied clerical bookkeeping work in maintaining budgets or fund accounts requiring adjusting entries. 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. **Level II:** Requires two (2) years of general bookkeeping experience.

ACCOUNT CLERK I/II – K

I: \$2,456 - \$2,993 II: \$2,712 - \$3,306 Monthly

FILING DEADLINE: 11/04/21

Current vacancy with County Counsel Department, located in Visalia. Performs varied clerical bookkeeping work in maintaining budgets or fund accounts requiring adjusting entries. 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. **Level II:** Requires two (2) years of general bookkeeping experience.

AUDITOR-APPRAISER I/II

I: \$4,611 - \$5,620; II: \$5,194 - \$6,330 Monthly

FILING DEADLINE: 10/26/21

Current vacancy in the Assessor's Office located in Visalia. Audits records and appraises inventories and equipment for tax assessment purposes. Requires equivalent to graduation from an accredited college or university with major course work in accounting, public or business administration including 18 semester units in accounting or auditing. In addition to the educational requirement, the **Level II** requires one (1) year of experience in the appraisal of personal property and fixtures of commercial and industrial firms.

BUILDING SYSTEMS TECHNICIAN

\$3,956 - \$4,821 Monthly

FILING DEADLINE: 10/29/21

Current vacancy with Tulare County General Services Agency. Will be working in locations throughout Tulare County. Operates, maintains, and repairs boilers, heaters, pumps, valves and associated equipment and piping used in the distribution of steam or heated water; refrigerant compressors, condensers, evaporators, various valves and all distribution lines and devices used in cooling systems. Requires: Equivalent to completion of the twelfth (12th) grade, preferably supplemented by training in heating, ventilation, and refrigeration systems, controls, and equipment AND Four (4) years increasingly responsible experience in mechanical trades performing boiler room, mechanical room, and systems maintenance work.

BUTCHER

\$3,134 - \$3,819 Monthly

FILING DEADLINE: 11/01/21

Current vacancy with the Tulare County Sheriff's Department located in Visalia. Inspects, stores, cuts, and otherwise processes meats, cook, and prepare meals in a county detention facility; and to train and supervise assigned inmates who will slaughter, cut, trim, grind, select and otherwise prepare meats for consumption. Requires equivalent to completion of the twelfth (12th) grade AND two (2) years of butchering/slaughtering experience.

CHIEF ASSESSMENT CLERK

\$4,150 - \$5,058 Monthly

FILING DEADLINE: 11/03/21

Current vacancy in the Assessor's Office located in Visalia. Plans, directs, supervises, and performs assessment related clerical work in the Assessment Support Services Division of the Assessor's Department. Requires equivalent to completion of the twelfth (12th) grade AND two years of experience performing assessment related clerical duties in an Assessor's Department and two years of progressively responsible supervisory experience.

CIVIL OFFICE ASSISTANT - EXTRA HELP

\$14.00 Hourly

FILING DEADLINE: 10/25/21

Current vacancy with the County Counsel Department, located in Visalia. Extra help employees may not work more than 1,559 hours in any fiscal year from July to June. Reviews, calendars, and processes a variety of legal documents for the specialized work units of the County Counsel's Office and provides other responsible office assistance to these units. Requires equivalent to completion of the twelfth grade supplemented with specific legal clerical training and/or education AND six (6) months of experience performing legal clerical duties OR Certificate of completion of a legal office assistant program.



CAREER OPPORTUNITIES

COOK I/II/III **I: \$2,374 - \$2,893; II: \$2,622 - \$3,195; III: \$2,837 - \$3,458 Monthly** **FILING DEADLINE: 10/29/21**
Cook in an institutional setting. Some positions will supervise and train cooks and inmate staff in food preparation; perform cooking, baking and butchering tasks; order produce, meats and staples. Requires: **I LEVEL:** One year of paid food preparation experience. **II LEVEL:** One year of more difficult cooking and food preparation, with experience in an institutional setting. **III LEVEL:** Two years of more difficult experience for large numbers of people such as institutional, military or central kitchen facility cooking, one year of which includes supervisory or lead responsibilities.

CUSTODIAL WORKER **\$2,367-\$2,885 Monthly** **FILING DEADLINE: 11/02/21**
Multiple vacancies throughout Tulare County. This recruitment will establish an employment list to fill current and future vacancies. The anticipated life of the list is six months. Clean offices and restrooms; sweep, mop, wax, strip, vacuum, and scrub floors, stairways and halls; vacuum and shampoo carpets; dust, polish and wash furniture; clean light fixtures, vents, walls, sinks, windows, window shades, blinds, ashtrays, drinking fountains, and utility sinks; empty waste receptacles. Requires: Equivalent to completion of twelfth grade AND One (1) year of custodial, janitorial, housekeeping, or related building cleaning experience.

DIGITAL FORENSIC ANALYST I/II **I: \$4,691 - \$5,718; II: \$5,214 - \$6,354 Monthly** **FILING DEADLINE: 11/01/21**
Current vacancy with the Tulare County District Attorney's Office located in Visalia. Conducts a variety of highly technical analyses and procedures in the collection, processing, preservation, and presentation of digital evidence to assist law enforcement in property crimes and cybercrime-related investigations. Requires four (4) year bachelor's degree in Computer Science or Criminal Justice AND **Level I:** Requires one (1) year of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations Or **Level II:** Requires Two (2) years of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations. **Equivalency for Education/Experience:** Requires two (2) year associate degree in Computer Science or Criminal Justice. **AND Level I:** three (3) years of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations. **OR Level II:** Four (4) years of experience in detecting, recovering, and analyzing data recovered from electronic devices, preferably for the purpose of obtaining evidence in law enforcement investigations.

DISTRICT ATTORNEY GRANTS AND PROGRAM COORDINATOR **\$6,023 - \$7,341 Monthly** **FILING DEADLINE: 11/01/21**
Manage and coordinate the departmental grant acquisition, implementation, and maintenance process. Oversee the preparation, submission and follow-through of grant applications. Prepare grants or identify funding sources needed for specific departmental services; identify and write goals and objectives. Ensure conformance of grant and program activities to current legal, administrative and budgetary requirements. Requires equivalent to graduation from an accredited college or university with major course work in business administration, public administration, criminal justice, or closely related field and three (3) years of recent and highly responsible experience in administering governmental programs, which includes a high level of experience in the development and administration of grants.

ECONOMIC DEVELOPMENT ANALYST I/II **I: \$4,331 - \$5,278; II: \$4,997 - \$6,090 Monthly** **FILING DEADLINE: 10/29/21**
Current vacancy with the Tulare County Resource Management Agency in Visalia. Performs a wide variety of professional level research, administrative and analytical duties. Requires: Bachelor's degree from an accredited college or university with major course work in economics, finance, business administration, planning, law, real estate, public administration, accounting, or closely related field AND **Level I:** Three (3) years of progressively responsible professional staff experience in finance, real estate development, entitlement procurement or other related activities preferably with an economic development organization, a state or local government agency or the private development sector. The **Level II** requires four (4) years of experience as described above.

EXTRA HELP - AG & STDS INSPECTOR AIDE **\$14.00 Hourly** **FILING DEADLINE: Continuous**
Multiple vacancies with the Agricultural Commissioner/Sealer's Department. Assist licensed Inspectors in conducting field surveys and inspections of agricultural crops such as fruit, vegetables and egg quality control. Requires: Equivalent to the completion of the twelfth grade. There are no benefits associated with extra help positions

FIREFIGHTER – EXTRA HELP **\$14.00 Hourly** **FILING DEADLINE: 10/30/21**
Current vacancies with the Tulare County Fire Department located throughout Tulare County. Respond to alarms and assist in the suppression of fires, and perform rescue and removal of persons from harm; connect and lay hose lines Requires: Equivalent to completion of the twelfth grade.

GRAPHICS SPECIALIST **\$4,925 - \$6,003 Monthly** **FILING DEADLINE: 10/25/21**
One current vacancy with the Tulare County Probation Department, in Visalia. Develop, design and coordinate production of media and marketing materials for program promotion, special events, and other public relations activities. Requires two (2) years of college course work in journalism, marketing, public relations, graphic design or a closely related field AND two (2) years increasingly responsible experience producing graphic materials.

HHS HR MANAGER – PROMOTIONAL OPPORTUNITY **\$7,211-\$8,788 Monthly** **FILING DEADLINE: 11/01/21**
Direct the work of staff engaged in providing personnel for the Health and Human Services Agency's personnel department. Requires a Bachelor's degree in liberal studies, public, personnel, or business administration, human resources, organizational development or leadership, or a closely related field AND four (4) years of increasingly more responsible experience in human resources functions and programs.



CAREER OPPORTUNITIES

IT BUSINESS INTELLIGENCE DEVELOPER I/II **I: \$4,779 - \$5,825; II: \$5,278 - \$6,432 Monthly** **FILING DEADLINE: 11/03/21**

One current vacancy with the Tulare County District Attorney. Work under supervision with end users and management from all County departments and other IT Business Intelligence Developers to analyze business intelligence needs. This analysis is used to provide current and predictive views of business operations. Requires: A Bachelors' degree in Business Intelligence, Geographic Information Systems, or other Computer Sciences AND ne (1) year of direct experience in report writing using tools such as: SAP Crystal Report Writer, SAP Webi, Microsoft Report Builder, Microsoft Access, and writing queries; working knowledge of data extraction and analysis. Qualifying experience may be substituted for education on a year for year basis.

LAW CLERK **\$3,718 - \$4,534 Monthly** **FILING DEADLINE: 11/02/21**

One current vacancy with the District Attorney's Office located in Visalia. Assist in the preparation of trial briefs, points and authority on motions, writs and appeals; study, interpret and apply laws, court decisions and other legal authority for use in the preparation of cases, opinions and briefs. Requires equivalent to completion of one year from a law school accredited by the Committee of Bar Examiners of the State Bar of California, including the successful completion of Evidence and Civil Procedure coursework, OR successful completion of the first year law student's examination (California mini-bar).

OFFICE ASSISTANT II-ENGLISH **\$2,367 - \$2,885 Monthly** **FILING DEADLINE: 11/14/21**

One vacancy with the Tulare County Employee Retirement Agency located in Visalia. Perform a wide variety of general clerical duties related to assigned functional area and department. Requires: Equivalent to the completion of the twelfth (12) grade and Six (6) months of general clerical experience, OR completion of an approved office support program from an accredited business/community college or adult school. Self-certified typing speed of 45 corrected wpm.

OFFICE ASSISTANT II/III-K-BILINGUAL **II: \$2,443 - \$2,977; III: \$2,698 - \$3,288 Monthly** **FILING DEADLINE: 10/29/21**

One current vacancy with General Services Agency in Visalia. Performs a wide variety of general and specialized clerical duties including typing/keyboarding, and provide responsible office assistance in an assigned County Department. **Level II:** Requires equivalent to completion of twelfth grade AND Six months of general clerical experience, OR completion of an approved office support program from an accredited business/community college or adult school. Self-certified typing speed of 45 words per minute required. **Level III:** Requires equivalent to completion of twelfth grade supplemented with specialized business, secretarial, an/or word processing courses, AND One year of experience performing duties comparable to those of an Office Assistant II in the County of Tulare, preferably with at least six months of word processing equipment operations experience. Self-certified typing speed of 50 words per minute required.

PRINT AND MAIL OPERATOR II **\$2,480 - \$3,023 Monthly** **FILING DEADLINE: 10/26/21**

One current vacancy with Tulare County General Services Agency, Print and Mail Division, located in Visalia. Operate and maintain finishing equipment including paper cutter, stitcher, perforator, numbering, machine collator, jogger, folder, paper drill, and laminator. Requires: Equivalent to completion of the twelfth (12th) grade AND One (1) year of experience as a Print and Mail Operator or one (1) year of bindery, finish, pre-press, and /or offset experience.

PRINT AND MAIL OPERATOR II- EXTRA HELP **\$14.31 Hourly** **FILING DEADLINE: 10/26/21**

One current vacancy with Tulare County General Services Agency, Print and Mail Division, located in Visalia. Operate and maintain finishing equipment including paper cutter, stitcher, perforator, numbering, machine collator, jogger, folder, paper drill, and laminator. Requires: Equivalent to completion of the twelfth (12th) grade AND One (1) year of experience as a Print and Mail Operator or one (1) year of bindery, finish, pre-press, and /or offset experience.

PROBATION PROGRAMS SPECIALIST **\$3,056- \$3,725 Monthly** **FILING DEADLINE: 11/02/21**

Current vacancy with the Tulare County Probation Department located in Visalia. Conduct, organize and coordinate a variety of client programs/services such as counseling, educational resources, reading materials, volunteer services, community service providers and recreational activities. Requires: Graduation from an accredited college with an Associate degree in Business Administration, Criminal Justice, Sociology or a closely related field AND Two (2) years of experience involving interviewing or counseling in a social services or criminal justice environment.

PROBATION VOCATIONAL EDUCATION INSTRUCTOR **\$4,504 - \$5,490 Monthly** **FILING DEADLINE: 10/20/21**

One (1) current vacancy with the Tulare County Probation Department located in Visalia. Organize and conduct training sessions, workshops on basic vocational trade practices and safety to youths. Requires: Equivalent to completion of twelfth (12th) grade and preferably completion of an approved apprenticeship or recognized technical course in Vocational Education AND four (4) years of experience in vocational trades and one (1) year experience teaching, instruction or training OR two (2) years of experience in a supervisory capacity in a vocational trade and one (1) year of experience in teaching, instruction, or training.



CAREER OPPORTUNITIES

PROPERTY SPECIALIST II/III

II: \$4,369 - \$5,324; III: \$5,597 - \$6,821 Monthly

FILING DEADLINE: 11/06/21

Current vacancy with the Tulare County General Services Agency located in Visalia. Conduct negotiations to acquire property for County use. Requires: Graduation from an accredited college or university with major work in public or business administration, economics, engineering, real estate, or a closely related field AND **Level II:** Requires One (1) year in appraising and negotiating for the purchase or lease of property or property rights, experience with a public agency is desirable. **Level III:** Two (2) years in appraising and negotiating for the purchase or lease of property or property rights, including one year with a public agency.

PROSECUTION ASSISTANT

\$3,875 - \$4,723 Monthly

FILING DEADLINE: 10/25/21

Multiple vacancies with the District Attorney's Office located in Visalia. Review, prepare, file and process designated misdemeanor cases and prepare criminal complaints. Requires: Completion of a Paralegal certification or equivalent to completion of one (1) year from a law school accredited by the Committee of Bar Examiners of the State Bar of California, or a successful completion of the first-year law student's examination, (California mini-bar).

REFUSE SITE CARETAKER

\$2,367 - \$2,885 Monthly

FILING DEADLINE: 11/04/21

One current vacancy with the Solid Waste Department in Visalia. Inspects refuse material and direct traffic for the safe dumping of refuse at county refuse dumping sites. Working conditions will include outdoor work around garbage and dust in all seasons. The duties assigned will include prolonged standing and walking for most of the day. The regular work schedule for this position includes weekends. Requires equivalent to completion of the twelfth grade

SOCIAL SERVICES SUPERVISOR I/II

\$4,202 - \$5,768 Monthly

FILING DEADLINE: 10/27/21

One current vacancy with the Health & Human Services Agency, Adult Services in Visalia. Plan, assign and supervise the work of staff engaged in the delivery of social services. Requires: Equivalent to graduation from a college or university with a bachelor's degree in social work or in the behavioral sciences AND two years of increasingly responsible experience in a social service agency performing casework of an advanced nature. **LEVEL II: For positions placed in the Multipurpose Senior Services Program (MSSP) candidates must have:** Master's degree in social work, nursing, psychology, counseling, gerontology, sociology, or rehabilitation, or closely related field AND two years of increasingly responsible experience working in a social services agency and/or providing services to the older adult and/or dependent adult population in a social services agency. **Equivalencies for Education:** Bachelor's degree in social work, nursing, psychology, counseling, gerontology, sociology, or rehabilitation, or closely related field. (If efforts to recruit qualified applicants for staff vacancy have been unsuccessful, the County may request an exemption to hire a candidate who does not meet the minimum qualifications. This request must be submitted to and approved by the California Department of Aging (CDA) prior to extending an offer to hire.) AND two years of increasingly responsible experience working in a social services agency and/or providing services to the older adult and/or dependent adult population in a social services agency.

SOCIAL SERVICES WORKER III

\$3,711 - \$4,523 Monthly

FILING DEADLINE: 11/02/21

Two Current vacancies in the Tulare County Health and Human Services Agency, located in Visalia. Manages a select and difficult caseload involving the determination of social service needs and to develop, implement and monitor treatment plans designed to assist clients. Requires equivalent to graduation from a college or university with a bachelor's degree in social work or closely related field. Responsible caseload management experience may be substituted for the educational requirement on a year-for-year basis.

SOCIAL SERVICES WORKER III – CWS-EXTRA HELP

\$27.06 - \$28.43 Hourly

CONTINUOUS

Current vacancy with the Health and Human Services Agency, throughout Tulare County. **This position is for on-call, evening and weekend coverage.** Manage a caseload within the child welfare services spectrum, including emergency response, family maintenance, family reunification, permanency planning and adoptions; may include occasional, short term management of complex cases. Requires: Equivalent to graduation from an accredited college or university with a Bachelor's degree in social work, behavioral science or social science.

SYSTEM AND PROCEDURES ANALYST II

\$5,278 - \$6,433 Monthly

FILING DEADLINE: 10/29/21

Current vacancy in the Tulare County Probation Department located in Visalia. Plans and designs systems and develops procedures for projects to be applied to an automated system; conducts studies of existing departmental systems and procedures that would lead to improved efficiency and effectiveness of operations and management of information systems. Requires graduation from an accredited four-year college or university with a bachelor's degree in computer science, business administration, public administration, or closely related field. Job-related experience may substitute for the required education on a year-for-year basis up to a maximum of two (2) years) AND two (2) years of responsible experience in system/data analysis or data processing, at an administrative support level.

WORKFORCE DEVELOPMENT ANALYST

\$4,851 - \$5,912 Monthly

FILING DEADLINE: 10/25/21

Current vacancy with the Workforce Investment Board (WIB) located in Visalia. Assist with development and coordination of various workforce development programs; research, compile and analyze information and data to use in program planning. Requires graduation from an accredited college or university with a Bachelor's degree in Business Administration or related field AND one (1) year of responsible administrative experience involving workforce development programs.



CAREER OPPORTUNITIES

PROMOTIONAL RECRUITMENTS

HNSA HUMAN RESOURCES MANAGER	\$7,211-\$8,788 Monthly	FILING DEADLINE: 11/01/21
MAINTENANCE WORKER III	\$3,495 - \$4,259 Monthly	FILING DEADLINE: 10/25/21
PROBATION OFFICER IV	\$5,334 - \$6,501 Monthly	FILING DEADLINE: 11/03/21

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 I-IV- PUBLIC DEFENDER	I: \$65,429 - \$79,740; II: \$73,715 - \$89,839; III: \$86,830 - \$105,823; IV: \$101,230-\$123,372	Annually
EMERGENCY DISPATCHER I		\$3,367 - \$4,103 Monthly
ENVIRONMENTAL HEALTH SPECIALIST I/II		I: \$4,286 - \$5,223; II: \$4,712 - \$5,743 Monthly
EH AG & STDS INSPECTOR AIDE		\$14.00 Hourly
EH CONTACT TRACER		\$16.22 Hourly
CHIEF PLANNER - AT WILL		\$90,543 - \$110,348 Annually*
IT CLIENT SPECIALIST I/II		I: \$4,089 - \$4,984 II: \$4,767 - \$5,809 Monthly
INFORMATION & COMMUNICATIONS TECHNOLOGY DIRECTOR - AT WILL		\$150,000 - \$165,000 Annually*
MAINTENANCE WORKER III- EXTRA HELP		\$20.16 Hourly

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HNSA). 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
833 S. Akers Street
Visalia, CA 93277
Business: (559) 802-9495 or 1-800-757-9907
Fax: (559) 740-4450
Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

Tulare County Health and Human Services Agency (HNSA)
5957 S. Mooney Boulevard
Visalia, CA 93277
Business: (559) 624-8450
Fax: (559) 713-3704
Email: humanres@tularehnsa.org
Website: <http://www.tchhnsa.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.