



## CAREER OPPORTUNITIES

Week of July 8, 2019

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.

### ALCOHOL AND DRUG SPECIALIST II ENGLISH AND BILINGUAL (SPANISH)

\$3,295 - \$4,016 Monthly\*

FILING DEADLINE: 07/31/19

Multiple vacancies with the Health and Human Services Agency. Provide professional level counseling and education services to clients including screenings and assessments, preparation of court and client reports and case management. Requires: two years of college with major course work in the Behavioral or Social Sciences or closely related field and programs and two years of experience equivalent to a Tulare County Alcohol and Drug Specialist. \*Bilingual positions will receive an additional fifty cents per hour compensation.

### ANIMAL CARE TECHNICIAN

\$2,117 - \$2,580 Monthly

FILING DEADLINE: 07/23/19

One vacancy with the Health and Human Services Agency in Visalia. Feed and provide water to animals at the shelter; bathe and groom animals; move animals from kennels and cages; clean kennels and cages; assist with and administer vaccines and medications. Requires: Equivalent to completion of the twelfth grade. One (1) year of paid or volunteer experience working with animals such as at a pet store or animal shelter. **Note: Having and/or caring for personal or family pets will not substitute for the required experience.**

### ATTORNEY I-IV – CHILD SUPPORT

I: \$59,859 - \$72,952; II: \$67,440 - \$82,191

FILING DEADLINE: 07/15/19

III: \$78,653 - \$95,857; IV: \$91,696 - \$111,753 Annually

One current full-time **At-Will** vacancy with the Department of Child Support Services to work in the Visalia office. Under direction, performs professional legal work in relation to Child Support Services. Responsibilities include preparing and assisting in child support cases. Requires: Active membership in the State Bar of California is required. **Attorney I:** No experience required. Some legal experience demonstrating familiarity with the practice of family law is desirable. **Attorney II:** One year of full-time experience with a public child support agency; or two years of full-time experience in the practice of civil law, preferably with one year of public family law experience. **Attorney III:** Two years of full-time experience with a public child support agency; or three years of full-time experience in the practice of public family law. **Attorney IV:** Three years of full-time experience with a public child support agency; or four years of full-time experience in the practice of public family law. Supervisory experience is desirable.

### ATTORNEY I-IV – DISTRICT ATTORNEY

I: \$59,859 - \$72,952; II: \$67,440 - \$82,191

FILING DEADLINE: 07/15/19

III: \$78,653 - \$95,857; IV: \$91,696 - \$111,753 Annually

Vacancy with the District Attorney's office located in Visalia. Under direction, performs professional legal work in the prosecution of criminal cases. Responsibilities include evaluating investigative reports; filing criminal cases; preparing pleadings, briefs, points and authorities; conducting legal research; examining and evaluating evidence. Requires: Active membership in the State Bar of California; **Attorney I:** No experience required. **Attorney II:** One year in the full-time practice of public agency criminal law or two years in the full-time practice of law. **Attorney III:** Two years of full-time experience in the practice of public agency criminal law or three years in the full-time practice of law. **Attorney IV:** Three years in the full-time practice of public agency criminal law, or four years in the full-time practice of law. Some supervisory experience required. Those awaiting CA Bar results encouraged to apply.

### ATTORNEY I-III – PUBLIC DEFENDER

I: \$59,859 - \$72,952; II: \$67,440 - \$82,191

FILING DEADLINE: 07/15/19

III: \$78,653 - \$95,857; IV: \$91,696 - \$111,753 Annually

Two current full-time **At-Will** vacancies with the Public Defender's Office in Visalia and Porterville. The Public Defender's Office has a supportive, team-oriented environment with a strong commitment to provide quality legal defense services and achieve just results for clients. The Office has a complement of 92 staff, with a team of 45 Attorneys. The main office is located in the city of Visalia, within the County Courthouse. Requires: Active membership in the State Bar of California; **Attorney I:** No experience required; **Attorney II:** One year in the full-time practice of public agency criminal law or two years in the full-time practice of law; **Attorney III:** Two years of full-time experience in the practice of public agency criminal law or three years in the full-time practice of law.

### COOK I

\$2,215 - \$2,700 Monthly

CONTINUOUS

Multiple vacancies with the Sheriff's department, located in Visalia. Cook within an institutional setting. Some positions will supervise and train cooks and inmate staff in food preparation; perform cooking, baking and butchering tasks; order produces, meats and staples for jail feeding programs; prepare menus and special diets. Requires completion of High School and one year of paid food preparation experience. **This is a continuous recruitment which can be closed at any time without notice.**

### CRISIS SERVICES WORKER ENGLISH AND BILINGUAL (SPANISH)

\$3,979 - \$4,850 Monthly\*

FILING DEADLINE: 07/15/19

Multiple vacancies with the Health and Human Services Agency, located in both Visalia and Porterville. Provides mental health, child and adult protective intervention services, and makes appropriate referrals of patients. Requires graduation from an accredited college or university with a Bachelor's degree in social work or closely related field. Caseload management experience equivalent to the level of a Social Services Worker III may be substituted for the educational requirement on a year for year basis. \*Bilingual positions will receive an additional fifty cents per hour compensation.



## CAREER OPPORTUNITIES

### ENGINEER I

**\$5,067 - \$6,175 Monthly**

**FILING DEADLINE: 07/22/19**

Two current vacancies with the Tulare County Resource Management Agency in Visalia. Perform civil engineering duties on assigned projects under the supervision of an Engineer III or IV. Assigned projects may consist of work within the following disciplines of civil engineering: roadways; bridges, culverts, drainage structures and retaining walls; flood control; water and wastewater systems; general civil/community development and traffic. Requires: Graduation from an accredited college or university with major course work in civil engineering or a closely related field.

### EXTRA HELP – ENGINEERING AIDE I

**\$15.35 Hourly**

**FILING DEADLINE: 07/15/19**

Two current vacancies with the Tulare County Resource Management Agency in Visalia. Assist with routine office or field engineering work; assist in checking subdivision maps, land surveys, municipal and district boundaries. Requires completion of the twelfth grade with courses in algebra, geometry, trigonometry and drafting.

### FOOD & LAUNDRY SERVICES MANAGER

**\$3,481 - \$4,242 Monthly**

**CONTINUOUS**

One current vacancy with the Sheriff's Department in Visalia. Plan, assign and supervise the work of the kitchen and laundry staff; prepare menu; order food and supplies; cook and bake foods in large quantities; assist with annual budget recommendations for kitchen expenses. Equivalent to completion of the 12<sup>th</sup> grade, or equivalent to graduation from a food preparation school AND two (2) years large facility cooking operations AND one (1) year of experience in commercial laundry operations. **This is a continuous recruitment which can be closed at any time without notice.**

### HUMAN RESOURCES SPECIALIST I/II

**I: \$2,869 - \$3,497; II: \$3,320 - \$4,046 Monthly\***

**FILING DEADLINE: 07/15/19**

One current vacancy in the Benefits unit in Human Resources and Development Department located in Visalia. Anticipated additional vacancy in the near future. Prepare and process documents to activate changes in insurance benefit programs including initial enrollments, terminations, changes in dependent coverage, premium payments, waivers of premiums, and beneficiary designations for new employees and during open enrollment. Requires: The completion of two years of college with major course work in public or business administration with two years of experience for Level I and three years for Level II working with automated payroll, HRIS or benefit systems such as ADP Enterprise HRIS, Workday and/or PeopleSoft. \*Position to receive a 2% Cost-of-Living salary increase effective 7/7/19.

### IT CLIENT SPECIALIST I/II

**I: \$3,817 - \$4,651; II: \$4,449 - \$5,422 Monthly**

**FILING DEADLINE: 07/15/19**

Two current vacancies in the TCICT department located in Visalia. The IT Client Specialist partners with clients to ensure client organizations maximize the return on information systems investments, while minimizing client risk. Using depth of IT knowledge provides solutions options that ensure alignment with client business strategies. Requires: Graduation from an accredited college or university with a Bachelor's Degree in Computer Science or Management Information Systems, Business Administration or related college degree with one year of experience in business analysis and documentation activities, project administrative support, or work experience on cross-functional teams for Level I and three years for Level II. Education equivalency of four years of qualifying work experience in a computer related field will be accepted in lieu of a degree.

### LAUNDRY TECHNICIAN

**\$2,520 - \$3,072 Monthly**

**FILING DEADLINE 07/12/19**

Current vacancy with the Tulare County Sheriff's Department in Visalia. Identify mechanical problems, make minor repairs and operate commercial laundry equipment; process a high volume of laundry in an institutional laundry. Requires equivalent to completion of the 12<sup>th</sup> grade and one (1) year of work experience preferably in the operation of an institutional or commercial laundry.

### LAW CLERK

**\$3,469 - \$4,228 Monthly**

**FILING DEADLINE: 07/18/19**

One current vacancy with the District Attorney's Office located in Porterville. 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).

### LEGAL OFFICE ASSISTANT I

**\$2,159 - \$2,631 Monthly**

**FILING DEADLINE: 07/23/19**

One current opening with the Department of Child Support Service in Visalia. Type, proofread and process a variety of legal documents; open, maintain, update and close case files for attorneys, judges and the court; update and maintain calendars; pull and review case files daily for attorneys, judges, and the court for daily court appearances, ensuring information requested has been received and witnesses subpoenaed. Requires: Completion of the twelfth grade AND six months of experience performing legal clerical duties in a private or public legal office, OR Possession of a Paralegal or Legal Secretary Certificate from an accredited school AND six months of experience performing clerical duties in an office setting.

### LIBRARY ASSISTANT I/II

**I: \$2,160 - \$ 2,632; II: \$2,385 - \$2,907 Monthly\***

**FILING DEADLINE: 07/19/19**

### ENGLISH AND BILINGUAL (SPANISH)

Multiple current vacancies with the County Library Department. Assists with the management of the central library or may manage a branch library. Requires completion of the twelfth grade. In addition to the education requirement, the **II Level:** one year of experience in a library clerical position. \*Bilingual positions will receive an additional fifty cents per hour compensation.



## CAREER OPPORTUNITIES

### **MAINTENANCE ELECTRICIAN**

**\$3,360 - \$4,095 Monthly**

**FILING DEADLINE: 07/10/19**

One current vacancy with the General Services Department of Tulare County. Plan, lay out, determine required materials and estimate cost of electrical work; install electrical panel boards, conduits, transformers, pull boxes, switchgear, and related enclosures for electrical services. Requires: Equivalent to completion of the twelfth grade and four years of increasingly responsible experience as an electrician, with at least one year at the journey level **OR** completion of a recognized electrician's apprenticeship program.

### **MAINTENANCE WORKER I**

**\$2,728 - \$3,324 Monthly**

**FILING DEADLINE: 07/16/19**

Multiple vacancies with the General Services Department of Tulare County. Assist with maintenance and repair work on heating, plumbing, electrical, ventilation and air conditioning systems in County building; install and repair electrical equipment, wiring and fixtures; service refrigeration, kitchen and laundry equipment. Equivalent to completion of the twelfth grade AND two (2) years of experience in construction or maintenance in the building trades

### **MEDIA SPECIALIST**

**\$4,099 - \$4,996 Monthly\***

**FILING DEADLINE: 07/08/19**

Vacancy with the Probation Department of Tulare County. Serve as spokesperson in media requests for information, plan, develop, coordinate and implement media strategies to disseminate department or agency information. Requires: Graduation from an accredited college or university with a bachelor's degree in Journalism, Marketing, Public Relations or a related field AND two years of increasingly responsible experience in journalism, mass media communication or public relations. \*Position to receive a 2% Cost-of-Living salary increase effective 7/7/19.

### **SUPERVISING ANIMAL CARE SPECIALIST**

**\$3,480 - \$4,242 Monthly**

**FILING DEADLINE: 07/23/19**

One current vacancy with the Tulare County Health and Human Services Agency, Visalia. Plan, supervise, and evaluate the work of the Animal Services Shelter staff; advise staff in the interpretation and application of rules, regulations, policies, and procedures governing animal shelter operations. Requires: Equivalent to the completion of twelfth grade and five (5) years hands-on experience handling, managing and caring for animals in a shelter facility, humane society, veterinary hospital, or similar agency. Thirty (30) semester or forty-five (45) quarter units of college-level coursework in Veterinary Science, Animal Science or a related field may substitute for one (1) year of the required experience. Or one (1) year of service as a volunteer or employment involving the coordination of volunteers may substitute for one (1) year of the required experience.

### **VICTIM WITNESS WORKER I- BILINGUAL**

**\$2,839 - \$3,460 Monthly**

**FILING DEADLINE: 07/15/19**

Two current vacancies with the District Attorney, Tulare County Witness Program. Provides victim assistance to a broad base of public and private agencies and County referral agencies; provides initial counsel to victims in complex crisis situations; and assists victims in filing for assistance with the State's Victim of Crime Compensation Program. Requires equivalent to completion of two (2) years of college, including 15 units of criminal law, sociology or a related area, AND two (2) years of increasingly responsible experience in interviewing or obtaining information in fields similar to the criminal justice system. Applicants must possess the ability to read, write and speak Spanish as well as in English.

### **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.

#### **COOK I**

**\$2,215 - \$2,700 Monthly**

#### **EH - AGRICULTURAL & STANDARDS INSPECTOR AIDE**

**\$12.34 - Hourly**

#### **EH-LAW CLERK**

**\$20.02 - Hourly**

#### **EH MAINTENANCE WORKER**

**\$15.74 - Hourly**

#### **FOOD & LAUNDRY SERVICES MANAGER**

**\$3,481 - \$4,242 Monthly**

#### **OFFICE ASSISTANT III (ENGLISH & BILINGUAL-SPANISH)**

**Application Review: 7/17/19**

**\$2,384 - \$2,906 Monthly**

#### **PROBATION CORRECTIONAL OFFICER I**

**\$3,099 - \$3,777 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

Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

Tulare County Health and Human Services Agency (HHS)

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.*