CAREER OPPORTUNITIES

TULARE COUNTY HIRING FREEZE NOTICE: Effective May 8, 2020, the Tulare County Board of Supervisors approved a hiring freeze of existing current and future county job vacancies. Select key job class vacancies for mission-critical county operations and county promotional opportunities may be allowed to recruit and hire at this time. The hiring freeze may be amended or concluded at any time as approved by the Tulare County Board of Supervisors. For questions regarding County job recruitments, please contact the Tulare County Human Resources & Development Department at (559) 636-4900 or visit www.co.tulare.ca.us.

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.

AG & STDS INSPECTOR–TRAI NEE/I/II/III
Trainee: $3,085 - $3,759; I: $3,472 - $4,232
II: $3,834 - $4,673; III: $4,361 - $5,315 Monthly
FILING DEADLINE: 10/12/20
Conduct field surveys and inspections in areas applicable to the department. Bachelor’s degree in Agricultural, Biological or other disciplines as determined by the California Dept. of Food and Agriculture. Level I: Must possess one (1) valid California Agricultural Inspection License and have one (1) year experience in the inspection and enforcement of weights and measures and agricultural laws and codes for enforcement purposes. Level II: Possess three (3) California Specific Category License’s, of which two (2) must be in agricultural inspection and one (1) in weights and measures inspection and two (2) years’ experience in agricultural/weights and measures inspecting, weights and measures and agricultural laws and codes. Level III: Must possess at least six (6) valid State of California California Specific Category licenses of which two must be in weights and measures and three (3) in agricultural inspection, and one (1) either in agriculture or weights and measures and agricultural laws and codes and three (3) years experience in agricultural and/or weights and measures inspection and enforcement of weights and measures laws and agricultural codes, with a least two years above the trainee level.

BUSINESS RESOURCE SPECIALIST
$4,710 - $5,740 Monthly
FILING DEADLINE: 10/06/20
One current vacancy with the Workforce Investment Board Office located in Visalia. Oversee business-related services and programs and ensure consistency within the department; assist businesses with needs relating to business retention, business development and expansion, hiring and training, financing options. Requires: Graduation from an accredited college or university with a Bachelor's Degree in public or business administration or related field and One (1) year of responsible administrative experience involving business engagement or education and training development.

DEPUTY HHS DIRECTOR-ADMINISTRATIVE PROGRAMS (At-Will)
$95,964 - $143,942 ANNUALLY
FILING DEADLINE: 10/06/20
The Health & Human Services Agency is opening a promotional recruitment for the position of Deputy HHS Director - Administrative Programs. The position is responsible to plan, organize and direct special programs involving Community Outreach, Human Resources, Equity and Inclusion, plus various committees and workgroups. The Deputy HHS Director-Administrative Programs is an At-Will position, which is appointed by, and serves at the will of the Agency Director. This is a promotional recruitment.

AG & STDS INSPECTOR–TRAI NEE/I/II/III
Trainee: $3,085 - $3,759; I: $3,472 - $4,232
II: $3,834 - $4,673; III: $4,361 - $5,315 Monthly
FILING DEADLINE: 10/12/20
Conduct field surveys and inspections in areas applicable to the department. Bachelor’s degree in Agricultural, Biological or other disciplines as determined by the California Dept. of Food and Agriculture. Level I: Must possess one (1) valid California Agricultural Inspection License and have one (1) year experience in the inspection and enforcement of weights and measures and agricultural laws and codes for enforcement purposes. Level II: Possess three (3) California Specific Category License’s, of which two (2) must be in agricultural inspection and one (1) in weights and measures inspection and two (2) years’ experience in agricultural/weights and measures inspecting, weights and measures and agricultural laws and codes. Level III: Must possess at least six (6) valid State of California California Specific Category licenses of which two must be in weights and measures and three (3) in agricultural inspection, and one (1) either in agriculture or weights and measures and agricultural laws and codes and three (3) years experience in agricultural and/or weights and measures inspection and enforcement of weights and measures laws and agricultural codes, with a least two years above the trainee level.

B E N E F I T S
Week of September 28, 2020

EMERGENCY DISPATCHER I
$3,269 - $3,984 Monthly
FILING DEADLINE: 09/29/20
One current vacancy with the Fire Department located in Visalia. This position involves shift work in a twenty-four (24) hour, seven (7) day per week operation. Learn standard operating procedures in sending and receiving radio transmissions; receive telephone and 911 calls from citizens or other law enforcement agencies or fire departments requesting/reporting emergencies, information and assistance; receive calls simultaneously, prioritize them, and maintain status of each. Requires: Equivalent to the completion of the twelfth (12) grade and One (1) year of general clerical experience OR a combination of education and experience; a law enforcement or fire agency. APPLICANTS MUST SUBMIT A TYPING CERTIFICATE VERIFYING NET SPEED OF AT LEAST 40 WPM. ONLINE TYPING TESTS WILL NOT BE ACCEPTED.

IT CLIENT SPECIALIST I/II
Level I: $3,970 - $4,839; Level II: $4,628 - $5,640 Monthly
FILING DEADLINE: 10/06/20
Multiple vacancies with the Tulare County Information and Communications Technology Department in Visalia. Collaborate and act as liaison with client, continuously refining relationship, mitigate IT issues and request; assist with development of the IT budget for assigned agency, department or unit; liaison with client, IT and client’s third party vendors, assist/coordinate communication between assigned agency, department or unit. 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 (In lieu of the education requirement, four (4) 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. 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.

MEDICAL OFFICE ASSISTANT I/II
I: $2,298-$2,801; II: $2,470 -$3,010 Monthly
FILING DEADLINE: 10/05/20
One or more vacancies with the Health and Human Services Agency. Performs a wide variety of medical office clerical duties in an assigned County health care center. Level I: Requires equivalent to completion of the Twelfth (12) grade and at least Six (6) months of increasingly responsible experience in a medical office environment OR completion of a medical office support program from an accredited business/community college or adult school. Level II: Requires: Eighteen (18) months of increasingly responsible experience at a level equivalent to that of a Medical Office Assistant I or higher in the County of Tulare, OR completion of a medical office support program from an accredited business/community college or adult school AND One (1) year increasingly responsible experience in a medical office environment.

APPLY ONLINE AT: WWW.CO.TULARE.CA.US/HRD
2500 WEST BURRELL, VISALIA, CA. 93291 | 559-636-4900
MENTAL HEALTH TECHNICIAN I/II  
I: $2,972 - $3,623; II: $3,282 - $4,000 Monthly  
FILING DEADLINE: 09/30/20
One vacancy with the Health & Human Services Agency in Porterville. Administer medications to patients, chart appropriate records, review medicine orders regularly, obtain appropriate physician approval, coordinate with pharmacy as needed; conduct individual counseling, crisis intervention and pre-care coverage. Requires: Completion of an approved psychiatric technician or nursing program and one year of experience performing duties comparable to a Licensed Vocational Nurse or related nursing experience. The Mental Health Technician II requires one year of nursing experience in a mental health and/or developmentally disabled program assisting with the care and treatment of patients in addition to the requirements for Level I.

PROBATION OFFICER I  
$3,572 - $4,353 Monthly  
FILING DEADLINE: 11/01/20
Investigate report and make recommendations on cases referred to the Probation Department by the courts, review the personal history, family environment, social and economic conditions, determine the cause of the individual’s behavior and establish a basis for treatment, perform vocational, job, peer group, family and marital counseling. Requires: Graduation from college or university with a Bachelor’s degree in social sciences, sociology, psychology, criminology or related field. Relevant work experience in probation, parole, juvenile institutions or a closely related field may be substituted on a year for year basis.

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

DEPUTY HHS DIRECTOR-ADMINISTRATIVE PROGRAMS  
$95,964 - $143,942 ANNUALLY  
FILING DEADLINE: 10/06/20

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- DISTRICT ATTORNEY  
I: $63,523 - $77,147; II: $71,568 - $87,222; III: $84,301 - $102,741; IV: $98,282-$119,779 Annually

EH-AGRICULTURAL AND STANDARDS INSPECTOR AIDE  
$13.26 Hourly

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  
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 (HHSA)  
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.