



CAREER OPPORTUNITIES

Week of January 21, 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. Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

ACCOUNTANT III-K

\$4,890 – \$5,960 Monthly

FILING DEADLINE: 01/31/19

One current vacancy with the Tulare County Human Resources & Development Department, located in Visalia. Assist in the review of budget controls for County funds and special districts, assist in the planning, development, and preparation of the County Cost Plan, review and study changes in legal and procedural requirements for preparation of the Cost Plan, participate in the maintenance of general and special ledgers and other accounting records, coordinate and participate in the classification and distribution of income and expenditures to the proper accounts. Bachelor's Degree with major study in accounting or business administration including 15 semester hours in accounting. Two (2) years of experience in accounting and financial records maintenance.

ADMINISTRATIVE SECRETARY

\$3,630 - \$4,424 Monthly

FILING DEADLINE: 02/04/19

Current vacancy with the Tulare County Health and Human Services Agency located in Visalia. The position reports to the HHSA Director and may provide indirect supervision to other Secretaries in the Health and Human Services Agency. Requires: Equivalent to completion of the twelfth (12th) grade supplemented by specialized secretarial or business training, and Four (4) years of increasingly responsible technical staff support and secretarial experience including two (2) years of experience using a personal computer and software programs in the work environment; one (1) year of supervisory experience highly desirable.

CHILD SUPPORT SPECIALIST I

\$2,783 - \$3,392 Monthly

FILING DEADLINE: 01/24/19

Establishing an employment list to fill current and future-vacancies with the Department of Child Support Services in Visalia. Child Support Officer I incumbents are closely supervised in learning the knowledge and skills necessary for managing a caseload and collecting on child support obligations. Requires: equivalent to completion of two years of college level study in the behavioral or social sciences or a closely related field. One year of increasingly responsible experience involving interviewing and public contact, preferably in collections or eligibility determination.

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.**

ENGINEER II/III

II: \$5,650 - \$6,886; III: \$6,606 - \$8,051 Monthly

FILING DEADLINE: 01/28/19

One current vacancy with the Resource Management Agency in Visalia. Perform engineering duties of average difficulty on assigned projects in road, flood control and drainage, bridges and culverts, survey or inspection; prepare and/or supervise preparation of preliminary estimates, plans, specifications and contracts. Requires graduation from an accredited college or university with major course work in civil engineering or a closely related field, and Level II: two (2) years of progressively responsible experience in civil engineering. Level III: three (3) years of progressively responsible experience in civil engineering.

FIRE INSPECTOR

\$3,409 - \$4,155 Monthly

FILING DEADLINE: 01/29/19

Current vacancy with the Tulare County Fire Department. Plan and conduct inspections of assembly, commercial, residential, organized camps, licensed day cares, apartments, licensed residential care facilities, industrial, storage facilities, jails, schools, health care and other facilities licensed by State agencies. Requires: Equivalent to completion of the twelfth grade supplemented with major coursework or specialized training in fire prevention, construction/building trades, fire protection systems or closely related field AND one-year fire prevention inspection experience in governmental Fire Prevention bureau or a Fire Department OR two years in the inspection or administration of related regulatory ordinances.

FOOD & LAUNDRY SERVICES MANAGER

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

FILING DEADLINE: 01/29/19

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 12th 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.

MEDIA SPECIALIST

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

FILING DEADLINE: 01/28/19

One vacancy with the Probation Department in Visalia. Serve as spokesperson in media requests for information; plan, develop, coordinate and implement media strategies to disseminate department or agency information. Requirements: A Bachelor's degree in Journalism, Marketing, Public Relations or a related field AND two (2) years of increasingly responsible experience in journalism, mass media communication or public relations.



CAREER OPPORTUNITIES

MENTAL HEALTH CASE MANAGER I/II BILINGUAL I: \$2,774 - \$3,381; II: \$3,062 - \$3,732 Monthly **FILING DEADLINE: 01/30/19**
Two vacancies with the Health and Human Services Agency in Visalia. Provides supportive and direct services to mentally ill clients as outlined in the individual plan of care and directed by the primary clinician or treatment team. Requires completion of the twelfth grade **AND Level I:** Six months of experience in social services, mental health, or human services field which includes experience with teens or adults. **Level II:** Two years' experience equivalent to a Mental Health Case Manager I in Tulare County. Supplemental coursework in the behavioral, biological or social sciences, or community college certification in the areas of Human Services, Social Work, or Home Health Aide are desirable.

PROCUREMENT TECHNICIAN I/II I: \$2,474 - \$3,016; II: \$2,722 - \$3,317 Monthly **FILING DEADLINE: 01/29/19**
One current vacancy in the General Services Agency in Visalia. Performs a wide variety of general purchasing clerical duties and office assistance. Requires completion of two years of college with a major coursework in Public, or Business Administration, Economics, Accounting, or a closely related field **AND Level I:** Two (2) years of experience in central purchasing environment involving the processing of requisitions, purchase orders, agreements, contracts, delivery orders, specifications, bids, and working with vendors. **Level II:** One (1) year equivalent to a Procurement Technician I with County of Tulare.

SOCIAL SERVICES WORKER III \$3,463 - \$4,220 Monthly **FILING DEADLINE: 01/24/19**
Current vacancy is with the Health and Human Services Agency - Adult Protective Services in Visalia. Manage a caseload of more difficult types of social services cases, that may include adolescent youth and/or the elderly and disabled population. Requires: be graduation from an accredited 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.

SUPERVISING OFFICE ASSISTANT \$2,733 - \$3,330 Monthly **FILING DEADLINE: 01/28/19**
Two vacancies with the Probation Department in Visalia. Plan, organize, assign, coordinate and supervise the work of employees engaged in a wide variety of general clerical work, perform difficult clerical tasks involving the preparation of statistical reports. Equivalent to completion of the twelfth grade supplemented with specialized business, secretarial, word processing or supervisory courses **AND** three years of complex and technical staff support experience including at least one year in a lead worker capacity. Work experience must demonstrate a high level of automation ability and independent decision-making.

WORKFORCE DEVELOPMENT PROGRAM COORDINATOR \$4,991 - \$6,082 Monthly **FILING DEADLINE: 01/21/19**
One vacancy with the Workforce Investment Board in Visalia. Participate in the work of and provide supervision to a staff involved in workforce development programs. Requires graduation from an accredited college or university with a Bachelor's degree in public or business administration or related field and two years of responsible administrative experience involving project management and oversight.

PROMOTIONAL RECRUITMENTS

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

HHS UNIT MANAGER I CAL-WORKS \$5,271 - 6,424 Monthly **FILING DEADLINE: 01/22/19**

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	\$59,859 - \$111,753 Annually
ATTORNEY I-IV- CIVIL ATTORNEY	\$61,759 - \$111,753 Annually
COOK I	\$2,215 - \$2,700 Monthly
EH - AGRICULTURAL & STANDARDS INSPECTOR AIDE	\$12.34 - Hourly
IT CLIENT SPECIALIST I/II	\$3,817 - \$5,422 Monthly
PROBATION CORRECTIONAL OFFICER I	\$3,099 - \$3,777 Monthly
PROBATION OFFICER I	\$3,333 - \$4,062 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.