



## CAREER OPPORTUNITIES

Week of March 16, 2020

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.

**ACCOUNTANT III** **\$4,866 - \$5,930 Monthly** **FILING DEADLINE: 03/23/20**  
One current vacancy with the Health and Human Services Agency 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. Requires: Bachelor's degree from an accredited college or university with major study in accounting or business administration including 15 semester hours in accounting AND two years of experience in accounting and financial records maintenance.

**BUDGET OFFICER** **\$6,332 - \$7,718 Monthly** **FILING DEADLINE: 03/18/20**  
One current vacancy with the Health & Human Services Agency located in Visalia. Oversee the cash flow of the department's operations and recommend funding alternatives to meet service needs for department programs. Oversee and review financial planning documents and actuarial projections. Requires: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in health, social services, business or public administration, or a closely related field; or increasingly responsible budget or fiscal experience in health, social services, management or administration, or equivalent, may be substituted for two years of the education requirement; and three (3) years of increasingly responsible budget or fiscal experience in health, social services, management or administration, or equivalent, including independently performing budget analyses, preparation, and control, including one (1) year of supervisory experience.

**CONSTRUCTION & MAINTENANCE WORKER I** **\$2,544-\$3,101 Monthly** **FILING DEADLINE: 03/24/20**  
Multiple vacancies in the Road Districts of the Resource Management Agency. Road District locations include Visalia, Dinuba, Terra Bella. Duties include: Patching damaged road areas with asphaltic materials; clear brush and debris and level areas in road and refuse construction sites, right of ways, gutters, drains and culverts; lay drain pipes and repair fences and guard railings; clear obstructions from road areas to allow room for equipment and normal traffic; act as traffic flagman; operate light trucks in pick-up and delivery of equipment; assist with service, maintenance and minor repair of heavy equipment. Requires: equivalent to completion of the twelfth grade AND ability to obtain a California Class B Drivers' License within the first year of employment.

**ENGINEERING TECHNICIAN I/II** **I: \$3,648 - \$4,446 Monthly; II: \$4,109 - \$5,008 Monthly** **FILING DEADLINE: 03/16/20**  
One vacancy with the Resource Management Agency's Public Works Division located in Visalia, CA. Conduct spatial analysis, manage data and create and automate workflows; create maps and presentation documents; geocoding for public works. Requires: **Level I:** Equivalent to the completion of the twelfth grade with courses in algebra, geometry, trigonometry and drafting and two years of sub-professional civil engineering experience comparable to an Engineering Aide in Tulare County or completion of two years (60 semester units) of accredited college work in engineering, mathematics, one of the physical sciences, or a closely related field may substitute for the required experience on a year-for-year basis. **Level II:** Equivalent to the completion of the twelfth grade with courses in algebra, geometry, trigonometry, and drafting and two years of responsible sub-professional engineering experience comparable to an Engineering Technician I in the Tulare County of four years of increasingly responsible sub-professional field and office engineering work.

**INVESTIGATOR – PUBLIC DEFENDER** **\$4,801 - \$5,852 Monthly** **FILING DEADLINE: 03/31/20**  
Current vacancy in the Public Defender's Office in Visalia. Investigate crimes by gathering, assembling, preserving and reporting facts and evidence; locate, contact and interview witnesses and other persons who may provide information pertinent to the case; visit scenes of alleged crimes or other places to ascertain and evaluate physical, material and environmental factors for use in court as supporting evidence. Requires: Equivalent to completion of the twelfth grade and two years of increasingly responsible experience in investigations or in law enforcement performing criminal investigations.

**IT DOCUMENTATION SPECIALIST** **I: \$3,893-\$4,744; II: \$4,538-\$5,530 Monthly** **FILING DEADLINE: 03/19/20**  
One current vacancy with Tulare County Information & Communications Technology (TCiCT) in Visalia. Works closely with technical and administrative personnel, taking responsibility for writing and editing technical documentation. Requires an Associate's Degree in Business, English, Journalism, Computer Science or related field. **Level I:** Requires one (1) year work experience in a computer setting OR two (2) years' work experience in related documentation position or technical writing, in lieu of educational requirements **Level II:** Requires an additional six (6) months or more experience as an IT Documentation Specialist I; OR three (3) years' work experience in a related field.

**PARKS & GROUNDS WORKER** **\$2,520-\$3,071 Monthly** **FILING DEADLINE: 03/17/20**  
One current vacancy with the Parks Division of General Services Agency in Visalia. Assist the tree maintenance specialist in trimming, pruning, and removing a variety of trees; apply protective substances and spray trees for infestation as required; operate a variety of tree maintenance equipment and tools such as bucket trucks and with aerial lift apparatus, chain saws, and chippers; apply fertilizers; perform grounds maintenance and clean-up tasks such as mowing and edging of lawns and landscaped areas. Requires completion of the twelfth grade and One year of responsible landscape, grounds, and/or tree maintenance experience.

**RECRUITER ASSISTANT** **\$3,151 - \$3,840 Monthly** **FILING DEADLINE: 03/24/20**  
One current vacancy with Health and Human Services in Visalia. Collect and compile data and statistical reports; coordinate Branch staffing requirements and appropriate recruitment efforts; assist in the processing of personnel transactions such as new hires, transfers, demotions and promotions; assist in developing/maintaining and improving recruitment records. Requires: Equivalent to the completion of two years of college with major coursework in public, business, or human resource administration AND two years of increasingly responsible recruitment or human resources experience.



## CAREER OPPORTUNITIES

### PROMOTIONAL RECRUITMENTS

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

**PRINCIPAL ACCOUNTANT-AUDITOR**  
**SHERIFF'S SERGEANT – CORRECTIONS**

**\$5,677 - \$6,918 Monthly**  
**\$6,093 - \$7,425 Monthly**

**FILING DEADLINE: 03/19/20**  
**FILING DEADLINE: 03/18/20**

### 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.

<b>ALCOHOL AND DRUG SPECIALIST II (ENGLISH AND SPANISH BILINGUAL)</b>	<b>\$3,361 - \$4,096 Monthly</b>
<b>ATTORNEY I-IV – CIVIL</b>	<b>I: \$64,254 - \$78,309; II: \$73,104 - \$89,095; III: \$84,013 - \$102,390; IV: \$95,400 - \$116,268 Annually</b>
<b>ATTORNEY I-IV – DISTRICT ATTORNEY</b>	<b>I: \$62,277 - \$75,899; II: \$70,165 - \$85,512; III: \$81,831 - \$99,729; IV: \$95,401 - \$116,268 Annually</b>
<b>COOK II/III</b>	<b>II: 2,496-3,041 III: \$2,701 - \$3,292 Monthly</b>
<b>EH-AGRICULTURAL &amp; STANDARDS INSPECTOR AIDE</b>	<b>\$13.00 - Hourly</b>
<b>EH MAINTENANCE WORKER</b>	<b>\$16.05 - Hourly</b>
<b>FOOD &amp; LAUNDRY SERVICES MANAGER</b>	<b>\$3,550 - \$4,326 Monthly</b>
<b>IT CLIENT SPECIALIST I/II</b>	<b>I: \$3,893-\$4,744 II: \$4,539 - 5,530 Monthly</b>

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](mailto: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.*