



# Fort Bend County Jobs

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Fort Bend County Human Resources  
Open Positions – Revised 2/23/18 (3:45 pm)

301 Jackson, Suite 243  
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
18-033	Clinical Health Services – Rosenberg Annex	Licensed Vocational Nurse TB Program PT – PRN – AS NEEDED	HS Diploma/GED; Licensed Vocational Nurse (LVN). 2-3 years job related experience as a Licensed Vocational Nurse. Reliable clinical judgement & ability to work independently; good verbal & written communication; interpersonal skills; ability to complete assignments in a timely manner. Valid Texas Driver License & reliable transportation; involves working 1-2 Saturdays a month for 4 hours. May be required to work after hours due to community needs. <i>This is a Part Time position, PRN – AS NEEDED, up to 29 hours per week. There will not be Medical, Dental or Vision Insurance benefits offered.</i>	\$20.00 per hour
18-036	Community Development	Project Coordinator	HS Diploma/GED with some college. College degree preferred. 5 years job experience in project & program coordination for a government agency. Engineering experience preferred. Construction background or understanding of construction terminology preferred. Strong computer skills, verbal & written communication & organizational skills; interpersonal skills. Ability to complete assigned projects in a timely manner. Working knowledge of CDBG, HOME ADDI & ESG Programs. Knowledge of Davis-Bacon Related Acts & Environmental Review Procedures.	P/M Grade 10, \$1,757.60 biweekly
18-017	Community Supervision & Corrections	Community Services Restitution Facilitator-PT	HS Diploma/GED; 2 years exp., Supervisory skills. Prefer construction, building maintenance and/or lawn maintenance skills. Valid TX Driver's License. Work weekends/weekdays.	\$13.64 per hour
18-006	Constable-PCT 3	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-012	Constable-PCT 4	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE. 3 years full-time law enforcement exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-011	Constable-PCT 2	Reserve Non-Paid Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-015	Constable-PCT 4	Deputy Constable Contract	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	LE Grade 9, \$1,756.80 biweekly
18-057	County Tax Assessor/Collector	Clerk III	HS Diploma/GED; 2 years of related work experience. Strong computer skills & proficient in data entry; 10-key by touch; good verbal & written communication skills; good interpersonal skills; ability to learn & comprehend established office routines & policies inclusive of financial-mathematical tasks.	A/C Grade 7, \$1,180.00 biweekly
18-043	Courts Administration	Courts Interpreter	HS Diploma/GED or Higher; 3 years of experience in translation & interpretation. Strong computer skills, verbal & written communication & organizational skills, strong interpersonal skills. Must be a Licensed Court Interpreter by the Judicial Branch Certification Commission (JBCC) & must hold a master license in accordance with Govt. Code 157.101 (d) (2). Bi-lingual in English/Spanish.	P/M Grade 12, \$2,154.40 biweekly
18-058	District Clerk	Clerk III (2 positions)	HS Diploma/GED; 1 year general business experience. Good computer & data entry skills; knowledge of MS Office Suite preferred; math & typing skills; good verbal & written communication & comprehension skills. Must be flexible with regard to work assignments & location; proof of liability insurance may be required; overtime may be required. Must make frequent court attendance & have no visible tattoos. <b>TYPE: 40 WPM.</b>	A/C Grade 7, \$1,180.00 biweekly
18-032	District Clerk	Court Clerk – PT	HS Diploma/GED; Strong filing skills, typing preferred but not required; strong verbal & written communication skills; good interpersonal skills. Valid Texas Driver License & required auto insurance. Must make frequent court attendance & have no visible tattoos. <b>Part Time, 28 hours per week.</b>	\$10.00 per hour
18-019	Drainage District	Equipment Operator	HS Diploma/GED; 1 year job related experience. Good driving skills, good verbal & written communication skills; good interpersonal skills; general working knowledge of & ability to operate required equipment Valid Texas Commercial Driver License. (or obtain within 89 days of employment). Herbicide & Insecticide Certification (or obtain within 89 days of employment)	O/S Grade 5, \$1,167.20 biweekly
18-020	Drainage District	Mechanic	HS Diploma/GED; 2 years experience as Mechanic or Mechanic Helper. Good interpersonal skills; ability to complete assignments accurately & in a timely manner. Knowledge of automotive maintenance & repair. Valid TX Commercial Driver License with Hazardous Material Endorsement or must be obtained within 90 days of employment. Mechanic certification may be required.	O/S Grade 7, \$1,383.20 biweekly
18-021	Drainage District	Bridge Crew	HS Diploma/GED; 1 year job related experience. Good verbal & written communication skills; good interpersonal skills. Requires understanding to carry out detailed instructions, complete printed forms & make notes. Must have the ability to swim & work at heights up to 25 ft. Valid TX Commercial Driver License.	O/S Grade 5, \$1,167.20 biweekly
18-022	Drainage District	Heavy Equipment Operator PT	HS Diploma/GED; 2 years job related experience as an Equipment Operator. Good driving skills, good verbal & written communication skills; ability to understand & carry out instructions & complete assignments; thorough knowledge of & ability to operate required heavy equipment; knowledge of road design and/or drainage channel design construction & maintenance. Must have a Valid Texas Commercial Driver License. <i>This job is funded for a Special Project &amp; end date is not known at this time. Up to 40 hours per week.</i>	\$18.00 per hour
18-044	Emergency Medical Service	Paramedic I	HS Diploma/GED; Certified Paramedic. 6 months full time employment as a Paramedic. Strong verbal & written communication and organizational skills; interpersonal skills; ability to complete projects. Applicants must pass the FBC Emergency Medical Services entrance written & skills examination. Subject to emergency call-in. Valid Driver License.	EMS Grade P-1, \$2,110.28 biweekly
18-045	Emergency Medical Service	Paramedic Apprentice	HS Diploma/GED; <b>State of Texas Certified / Licensed Paramedic is required.</b> No previous experience required. Strong verbal & written communication & organizational skills; Interpersonal skills; Ability to complete projects. Valid Texas Driver License.	EMS Grade P-A, \$1,948.35 biweekly
18-046	Emergency Medical Service	Paramedic – PT	HS Diploma/GED; Certified or Licensed Texas Paramedic. Current employment as a Paramedic in a 9-1-1 EMS service with a comparable call volume to FBCEMS; or employment in a hospital setting (e.g. critical care or emergency room technician). Strong verbal & written communication and organizational skills; interpersonal skills; ability to complete projects. Applicants must pass the FBCEMS entrance written & skills examination; Must work or be scheduled (as available) for a minimum of 24 hours per month; maintain a State of Texas valid Driver License. <b>Up to 28 hours per week.</b>	\$15.00 per hour
18-069	Emergency Medical Service	Administrative Assistant – Patient Account Services	HS Diploma/GED; 3 years of experience in related field. Good computer & typing skills; good verbal & written communication skills, accounting & bookkeeping skills. Good interpersonal skills. <i>Experience in ambulance billing, private insurance, worker's comp., Medicare, Medicaid, chip, medical terminology, Tricare, &amp; medical/billing records. TYPE: 40 WPM.</i>	A/C Grade 8, \$1,263.20 biweekly
18-072	Engineering	Permit Coordinator	Associate's Degree in Business Administration or related field; (4 years of directly related experience may substitute for the degree requirement). 3 years job related experience. Good computer & mathematical skills; good verbal & written communication & organizational skills; good interpersonal skills; ability to read & understand construction plans, topography & geological surface forms, recognize soil classifications; ability to understand civil engineering & floodplain terminology. Texas Floodplain Management Association (TFMA) Member & Certification must be obtained within 1 year of employment.	P/M Grade 11, \$1,860.80 biweekly
18-038	Facilities Interdepartmental Construction	Carpenter (2 positions)	HS Diploma/GED; Trade School Certificate. 3 years job related experience. (6 years documented carpentry experience in addition to 3 years required exper may substitute for Trade School Certificate). Basic structural design knowledge, including layout, form building, rough framing, & inside and outside finishing. Must have ability to work from blueprints or create own building plan when needed. Strong math & geometry skills necessary for carpentry calculations; ability to figure cost & projected completion date. Valid TX Driver License, CDL preferred. <i>Position is funded for a Special Project &amp; end date is unknown at this time.</i>	O/S Grade 7, \$1,383.20 biweekly
18-037	Facilities Mgmt. & Planning	Temporary Custodian	Less than HS Diploma/GED; 6 months of job related experience. Valid Texas Driver License. <b>Duration: 3 months.</b>	\$8.00 per hour
18-039	Facilities Mgmt. & Planning	Building Maintenance Worker III	HS Diploma/GED; 3 years job related experience. Good verbal & written communication skills; good interpersonal skills. Basic working knowledge of plumbing & carpentry; specific knowledge of commercial electrical & HVAC systems. License preferred.	O/S Grade 7, \$1,383.20 biweekly
18-056	Information Technology	Senior Programmer / Analyst (2 positions)	Bachelor's degree in computer science, information systems or related field preferred. (4 additional years of relevant professional experience may be substituted for the Bachelor's degree). 5 years relevant programming experience, including 1 year management, supervisory or team lead experience. Experience in computer programming & systems design. Thorough knowledge of Microsoft .Net, SQL Server, & integration methodologies. Experience with mobile application development a plus. Proficient skill in understanding & translating highly complex concepts; ability to design, debug & maintain complex code, modules or applications. Ability to complete work within specified project time schedules. Excellent interpersonal & communication skills.	P/M Grade 13, \$2,482.40 biweekly
18-068	Information Technology	Network Engineer – Voice	Bachelor's Degree in Computer Science, Information Systems or related field. (HS/GED and 5 years of relevant professional experience may be substituted for the Bachelor's Degree). 5 years hands-on experience configuring & managing Voice over IP systems. Advanced Network knowledge of VoIP technology, protocols & security systems. Desirable but not essential: 10+ years of IT experience Cisco Certifications such as Cisco Certified Network Associate (CCNA) or Cisco Certified Design Associate (CCDA). Direct experience designing, administering, securing & maintaining a converged enterprise network that includes wireless, VoIP & video technologies. Strong verbal & written communication skills & interpersonal skills. Avaya Certified Implementation Specialist (ACIS) or Avaya Certified Solutions Specialist (ACSS) preferred.	P/M Grade 13, \$2,482.40 biweekly
18-047	Juvenile Probation	Intern – PT	Interns must have completed requirements for a Master's Degree in Psychology (or related field) & passed the Texas State Board of Examiners exam. Must have LPC-Intern licensure. Must be able to work at least 2 nights per week. <b>Up to 29 hours per week.</b>	\$18.00 per hour
18-048	Juvenile Probation	Juvenile Detention Officer – MALE	HS Diploma/GED; Must be 21 years of age or older. 1 year job related experience; (residential supervision preferred). Good computer skills; strong organizational, verbal & written communication skills; strong interpersonal skills. Eligible to be a Certified Detention Officer, Valid Texas Driver License; CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. <b>Availability for shift work &amp; weekends. Male applicants only.</b>	CS Grade 7, \$1,228.80 biweekly
18-049	Juvenile Probation	Juvenile Detention Officer – PT – FEMALE	HS Diploma/GED; Must be 21 years of age or older. 1 year job related experience; (residential supervision preferred). Good computer skills, strong organizational, verbal & written communication skills; strong interpersonal skills. Valid Texas Driver License, Certified Detention Officer, CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. <b>Availability for shift work &amp; weekends. Part Time, up to 28 hours per week. Female applicants only.</b>	\$13.15 per hour
18-030	Juvenile Probation	LVN / Medical Officer II	HS Diploma/GED; Licensed Vocational Nurse in State of Texas required. Minimum 21 years of age. 1 year job related experience (working with Juvenile Offenders is preferred). Good typing, verbal & written communication skills; good organizational skills; good interpersonal skills. <b>Requires shift work in a detention facility; ability to work 12 hour shifts with a flexible schedule &amp; to work every other weekend.</b>	PH Grade 10, \$1,691.20 biweekly
18-052	George Memorial Library Administration	Network Specialist	Associate's degree in Network Administration and/or CCNA Certification with an emphasis in security, active directory, & group policies. 1 year job related experience. Strong technical background in networking, telecommunications & security. Strong computer skills with knowledge of several platforms; strong verbal & written communication; interpersonal skills. Must stay informed of technological advances; ability to complete assigned tasks within tight deadlines.	A/C Grade 10, \$1,455.20 biweekly
18-041	Sugar Land Branch George Memorial Support Services	Library Clerk – PT	Must be 16 years of age or older. HS Diploma/GED preferred. Strong computer skills; keyboard & typing skills; good communication skills & ability to interact easily with staff & the public. Ability to understand & carry out instructions. <b>Position requires evening &amp; weekend hours. 24 hours per week.</b>	\$9.50 per hour
18-053	First Colony (Youth)	Library Assistant – PT	Requires HS Diploma/GED & 2 years of college; relevant work experience preferred; typing & keyboarding skills; computer skills involving use of the Internet & database searching; good communication skills & ability to interact easily with staff & public; ability to bend, stoop, reach, lift library materials up to 25 lbs. <b>Position requires evening &amp; weekend hours. 24 hours per week.</b>	\$10.50 per hour
18-031	George Mem. (Adult)			
18-066	Sugar Land (Youth)			
18-070				
16-067	George Memorial Library – Administration	Building Maintenance Worker II	HS Diploma/GED; 1 year job related experience. Basic knowledge of air conditioning, electrical & plumbing repairs. Good verbal & written communication skills, good interpersonal skills, with ability to deal effectively with people. Valid Driver License. <b>Able to work evening &amp; weekend hours.</b>	O/S Grade 5, \$1,167.20 biweekly

18-024	Parks & Recreation	Park Worker I – PT (5 positions)	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; verbal & written communication; organizational & interpersonal skills. Ability to complete assigned projects in a timely manner. Work location: Four Corners Community Center, Kitty Hollow, Gordon Ranch & Kendleton Parks. <i>Up to 29 hours per week, &amp; working weekends.</i>	\$12.00 per hour
18-025	Parks & Recreation – Fairgrounds	Maintenance Worker	HS Diploma/GED; 6 months job related experience. Basic skills in operation of lawn & building care equipment; good interpersonal skills. Requires understanding to carry out detailed verbal & written instructions; complete printed forms & make notes; perform routine mathematical calculations. Valid TX Driver License. <i>Required to work 40 hours per week with hours other than 8-5 &amp; flexible days off; must be able to adjust to changing schedules.</i>	O/S Grade 5, \$1,167.20 biweekly
18-027	Parks & Recreation – Jones Creek Ranch Park	Park Worker I – PT	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; verbal & written communication; organizational skills; interpersonal skills; ability to complete assigned projects in a timely manner. <i>Up to 29 hours per week including weekends.</i>	\$10.00 per hour
18-050	Public Transportation	Intelligent Transportation Systems Manager	Bachelor's degree in Computer Science or related field. 6 years job related experience. Proven proficiency with both oral & written communication skills. Strong leadership, problem solving & management skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills.	P/M Grade 11, \$1,860.80 biweekly
18-051	Public Transportation	Assistant Transit Director	Bachelor's degree in Business Management, Public Administration, Transit Management, Political Science, Urban Studies or related field with major coursework in transportation planning, or 7 years additional Transit Operations experience may substitute for the degree requirement. 7 years job related experience. Direct Transportation Operations & Management experience or education. Proven proficiency with both oral & written communication skills. Strong math or accounting & management skills. Organizational skills & the ability to complete multiple tasks a must. Strong interpersonal skills & ability to deal effectively with the public, other employees & elected officials.	P/M Grade 14, \$2,843.20 biweekly
18-023	Road & Bridge	Laborer in Training	HS Diploma/GED; 6 months of work experience. Previous construction experience preferred. Good interpersonal skills; must be able to follow instructions and complete assignments within time. Valid Texas Driver License; must obtain a Commercial Driver License within 6 months of employment.	O/S Grade 4, \$1,076.00 biweekly
18-008	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-009	Sheriff's Office	Deputy Sheriff	HS Diploma/GED; currently holds or *eligible to hold a Peace Officer license (TCOLE); *at time of application must have passed a Basic Police Academy & passed the TCOLE Licensing Exam. 1 year experience performing peace officer/telecommunication/correctional officer duties; OR 2 years military service w/ an honorable discharge; OR 30 credit hours w/ cumulative GPA of 2.0 from accredited college or university. Valid TX Driver License.	LE Grade 9/4, \$1,756.80 biweekly
18-010	Sheriff's Office	Detention Officer Civilian MALE	Must be a US Citizen; 18 years of age or older. HS Diploma/GED. No previous experience required. Good organizational skills; interpersonal skills; ability to complete assigned projects in a timely manner. Valid Texas Driver License; Basic Jailer Certification to be obtained within first year of employment. Must be eligible for licensing by TCOLE. Ability to work rotating shifts. <i>Male applicants only.</i>	CS Grade 7, \$1,228.80 biweekly
18-002	Sheriff's Office	Bonding Clerk	HS Diploma/GED; 1 year job related experience. Strong Microsoft Office (Word, Excel, Access & Outlook), Quicken & typing skills. Good verbal & written communication skills; Strong interpersonal skills. Must become a Notary Public of Texas. <i>Flexible schedule including overtime, shift work, weekends and/or holidays is required. TYPE: 35 WPM.</i>	A/C Grade 5, \$1,033.60 biweekly
18-061	Sheriff's Office	Records Clerk	HS Diploma/GED; 6 months job related experience. Good computer & typing skills; 10-key calculator by touch; 70% proficiency in basic Microsoft Word & Excel; working knowledge of database software. Good verbal & written communication skills; bookkeeping & organizational skills. Good interpersonal skills; ability to prioritize own work. TCIS / NCIC Less than Full Access within first year of employment. <i>TYPE: 35 WPM.</i>	A/C Grade 5, \$1,033.60 biweekly
18-029	Social Services	Case Manager Specialist	Bachelor's degree in social work, psychology or related field; 4 years of experience providing service coordination for victims of crime. Good computer skills & proficient in data entry; good verbal & written communication skills. Good interpersonal skills. Bilingual English/Spanish preferred, but not required.	A/C Grade 9, \$1,355.20 biweekly
18-005	Vehicle Maintenance	Electronic Equipment Uplifter	HS Diploma/GED; 2 years technical school and/or specialized training in electronics & welding. 5 years job related experience. Strong knowledge of automotive diagnosis & repair.	O/S Grade 8, \$1,507.20 biweekly

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\*FBC Employees, please use the INTERNAL application located at the FBC Website/Employee Careers Page or eConnect!

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