



Fort Bend County Jobs

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Fort Bend County Human Resources
Open Positions – Revised 10/13/17(1:40 p.m)

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
17-243	Clinical Health Services – Missouri City	Registered Nurse - Bilingual	Associate's degree in Nursing & State Certified Registered Nurse. Bachelor's degree in Nursing preferred. 1 year experience in public or community health nursing. Bilingual with excellent verbal & written communication, supervisory & organizational skills. Must provide own transportation & proof of insurance; this position will work 2 locations, Missouri City (primary location) & Rosenberg Annex. First Aid/CPR Certification & Defensive Driving must be completed upon hire. May be required to work weekends & holidays.	PH Grade 11, \$1,978.40 biweekly
17-217	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
17-027	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
17-005	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
17-025	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
17-024	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
17-236	Constable-PCT 2	Deputy Constable	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
17-257	Constable-PCT 3	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
17-281	Constable-PCT 2	Clerk – PT	HS Diploma/GED; 1 year job related experience. Basic computer & typing skills, good verbal & written communication skills, interpersonal skills; accounting & bookkeeping skills. Ability to complete assignments within tight deadlines & ability to prioritize own work. 29 hours per week. TYPE: 35 WPM.	\$10.00 per hour
17-283	Constable-PCT 3	Deputy Constable	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
17-242	County Attorney	Civil Attorney – General Counsel	Doctor of Jurisprudence; licensed by the Texas Supreme Court. 4 years job related experience required. Strong verbal & written communication & organizational skills. Strong interpersonal skills & ability to deal effectively with the public, elected officials & department directors/managers. Desirable experience areas include government, Public Information Act, real estate & employment law. Valid Driver License.	P/M Grade 15, \$3,242.00 biweekly
17-265	County Auditor	Internal Auditor	Bachelor's degree in Accounting or related field. 2 years job related experience. Knowledge of accounting & other finance-related areas. Strong verbal & written communication skills; organizational skills & self-motivated. The ability to deal with people effectively & professionally.	P/M Grade 11, \$1,860.80 biweekly
17-282	County Clerk	Information Process Specialist II	HS Diploma/GED; 1 year job related customer service or clerical experience. Strong computer, typing & data entry skills required. Good written & verbal communication & organizational skills. Strong interpersonal skills including diplomacy & problem solving to deal effectively with the public. Ability to complete tasks while under pressure & within tight deadlines. Overtime may be required.	A/C Grade 7, \$1,208.00 biweekly
17-285	County Clerk	Legal Process Specialist II	HS Diploma/GED; 1 year job related customer service or clerical experience. Strong computer, typing & data entry skills required. Good written & verbal communication & organizational skills. Strong interpersonal skills including diplomacy & problem solving to deal effectively with the public. Ability to complete tasks while under pressure & within tight deadlines. Overtime may be required.	A/C Grade 7, \$1,208.00 biweekly
17-229	County Tax Assessor/Collector	Clerk – PT	HS Diploma/GED; Exceptional organizational skills; ability to retain & follow detailed instructions; 10-key by touch calculator skills; team player; ability to learn & comprehend established office routines & policies from oral & written instructions; understanding of ethics/confidentiality issues. 29 hours per week.	\$11.00 per hour
17-216	District Attorney	Clerk – PT	HS Diploma/GED; 1 year job related experience; good computer & typing skills; verbal & written skills. Up to 30 hours per week. TYPE: 35 WPM.	\$10.00 per hour
17-244	District Attorney	Paralegal – Economic Crimes & Civil Division	Associate or Bachelor's degree in Paralegal Studies or related field; or Paralegal Program Certificate. 2 years job related experience. Knowledge of basic Texas civil & criminal laws, procedures & evidence. Working knowledge of legal terminology, legal office practices & legal research, writing & drafting skills. Ability to draft legal documents, analyzing & comprehending legal arguments from civil & criminal pleadings/filings & preparing spreadsheet documents focused on financial data. Strong computer & typing skills with excellent verbal & written communication skills.	P/M Grade 11, \$1,860.80 biweekly
17-046	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
17-108	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
17-179	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
17-234	Emergency Management	Planning Coordinator – Grant Funded	Bachelor's degree in Public Administration, Urban Planning, Engineering, Emergency Management or a directly related field. Master's degree preferred; OR 6 years of directly applied experience in any of the disciplines above may substitute for the degree requirement. 1 year of related work experience in research, planning, public information, program administration, or resource management experience including any combination of the above is preferred. Skills & experience with the National Incident Management System & the Incident Command System is preferred. Ability to use a wide range of computer programs that include MS Word, PowerPoint, Excel, Access. Good verbal & written communication, organizational & interpersonal skills. Emergency Mgmt. coursework, meteorological knowledge & experience is desirable. Requires 24-hour on-call availability with extended periods of work possible due to emergency situations.	P/M Grade 11, \$1,860.80 biweekly
17-152	Emergency Medical Service	Lieutenant – Clinical	HS Diploma/GED; National Registry Paramedic and/or Texas Paramedic Certification/License, and/or an Associate's or higher in related field. Valid Driver License. Texas Emergency Medical Services Instructor Certification preferred. Instructor credentials in CPR, ACLS, PALS, BTLIS/PHLIS, and/or PEPP. Possesses NIMS certifications: 100, 200, 700 & 800. 3 years as a Paramedic within a 911 service; at least 2 years as an instructor. Dynamic understanding of human anatomy & physiology. Knowledge of Pharmacology utilized in a pre-hospital setting & general industry standard of pre-hospital patient care, education in the adult learning environment & dynamic teaching methods. Strong computer skills; working knowledge of Microsoft Word, Excel & PowerPoint. Strong written & verbal communication skills & excellent organizational skills. Capable of working on multiple projects simultaneously, independently & collaboratively.	PH Grade 11, \$1,978.40 biweekly
17-247	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
17-248	Emergency Medical Service	Paramedic Apprentice	HS Diploma/GED; State of Texas Certified / Licensed Paramedic is required. 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
17-261	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. Up to 28 hours per week.	\$15.00 per hour
17-215	Engineering	Clerk – PT	HS Diploma/GED; 1 year job related experience; good computer & typing skills; verbal & written communication skills. Up to 29 hours per week. TYPE: 35 WPM	\$10.00 per hour
17-280	Engineering	Labor – PT	HS Diploma/GED; Ability to understand & carry out instructions; general working knowledge of & ability to operate required equipment. Duties require climbing, use of hands, able to pick up 100 lbs, frequent standing & walking. Work is performed with other employees serving the public. Worker is subject to physical hazards from traffic at the facility, moving mechanical parts, fumes, toxic chemicals & outdoor conditions. Maximum 28 hours per week, Monday-Saturday.	\$10.00-\$15.00 per hour
17-197	Environmental Health	Environmental Investigator	HS Diploma/GED; 2 years of job related experience or 2 years of investigative experience. Computer & typing skills; good verbal & written communication skills. Excellent interpersonal skills; management, supervisory & organizational skills. Intermediate TCOLE Certification (or Basic TCOLE Certification with 2 years of job related or investigative experience). Knowledge of Health & Safety Codes & Texas Environmental Laws. Works weekends or flex time to conduct special assignments or surveillance & is on-call status. Bi-lingual preferred. Must not be employed by any other law enforcement related extra job.	LE Grade 10, \$1,856.80 biweekly
17-219	Environmental Health	Sanitarian	Bachelor's degree with 30 hours in basic or natural Science from an accredited school. Registered Professional Sanitarian with 1 year related job experience as a Sanitarian or Sanitarian in Training. Basic knowledge of Consumer & Public Health through education & experience. Strong verbal & written communication; strong organizational & interpersonal skills. Valid Texas Driver License. May be required to work evenings & weekends; on call to respond to emergencies 24 hours a day.	PH Grade 10, \$1,691.20 biweekly
17-080	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. Position is funded for a Special Project & end date is unknown at this time.	O/S Grade 7, \$1,383.20 biweekly
17-068	Facilities Mgmt. & Planning	Temporary Custodian	Less than HS Diploma/GED; 6 months of job related experience. Valid Texas Driver License. Duration: 3 months.	\$8.00 per hour
17-268	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
17-081	Fire Marshal	Investigator / Inspector	HS Diploma/GED; 1 year job related experience. Strong computer skills; verbal & written communication; strong interpersonal skills. Good organizational skills, ability to complete assigned tasks within tight deadline. TCOLE Basic Peace Officer, TCFP Basic Arson Investigator, TCFP Basic Fire Inspector.	LE Grade 10, \$1,856.80 biweekly
17-262	Health & Human Services	Clerk III Grant Funded	HS Diploma/GED; 2 years college or technical training preferred. 3 years of clerical/data entry experience. Education may be substituted for years of experience. Knowledge of computer applications. Excellent typing skills. Skilled in data entry to maintain multiple data sets. Ability to communicate effectively orally & in writing. Ability to interpret policies & to implement procedures. TYPE: 40 WPM.	A/C Grade 7, \$1,180.00 biweekly
17-289	Indigent Health Care	Clerk III	HS Diploma/GED; Associate's degree preferred. 2 years job related experience. Strong computer & typing skills; strong verbal & written skills. Must be able to work independently, prioritize work & complete tasks in a timely manner. Excellent customer service & interpersonal skills. Bilingual preferred. TYPE: 35 WPM	A/C Grade 7, \$1,180.00 biweekly

17-288	Information Technology	Senior Programmer / Analyst	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
17-212	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. <u>Up to 29 hours per week including weekends.</u>	\$10.00 per hour
17-105	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. <u>Up to 29 hours per week.</u>	\$18.00 per hour
17-200	Juvenile Probation	Custodian – PT	Less than HS Diploma/GED. 6 months job related experience in cleaning process. Good communication & interpersonal skills. <u>Up to 29 hours per week.</u>	\$13.15 per hour
17-264	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. <u>Availability for shift work & weekends. Male applicants only.</u>	CS Grade 7, \$1,228.80 biweekly
17-266	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. <u>Availability for shift work & weekends. Part Time, up to 28 hours per week. Female applicants only.</u>	\$13.15 per hour
17-173	George Memorial Library Administration – Technology	Senior Communications Technician	HS Diploma/GED; 1-2 years of specialized training in computers or technology field. 1 year job related experience. Must have strong computer skills with experience with hard-drive replicators, MS SMS, Active Directory, basic network skills including WiFi, A+ or equivalent, Windows Server 2000/2003, Windows SP professional, MS Visio, MS Office 2003, Exchange server is a plus. Strong verbal & written communication skills; interpersonal skills.	A/C Grade 8, \$1,263.20 biweekly
17-233	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
17-228	Library Administration – Pinnacle Senior Center	Library Assistant – PT	HS Diploma/GED and 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. The location of the Pinnacle Senior Center is Missouri City, TX. <u>24 hours per week.</u>	\$10.50 per hour
17-235	George Memorial Library Administration	Building Maintenance Worker II	HS Diploma/GED; 1 year job related work 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. <u>Able to work evening & weekend hours.</u>	O/S Grade 5, \$1,167.20 biweekly
17-249	Cinco Ranch Albert George Sienna University Sugar Land	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. <u>Position requires evening & weekend hours. 24 hours per week.</u>	\$9.50 per hour
17-252				
17-254				
17-256				
17-273				
17-250	First Colony (Adult)	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. <u>Position requires evening & weekend hours. 24 hours per week.</u>	\$10.50 per hour
17-251	First Colony (Youth)			
17-253	Sugar Land (Adult)			
17-255	Sienna (Youth)			
17-258	Cinco Ranch (Adult)			
17-259	Sienna (Adult)			
17-260	George Mem. (Adult)			
17-208	George Memorial Library	Library Paraprofessional – Youth	Bachelor's degree in related field; 1 year job related experience. Computer skills; good verbal & written communication, organizational skills; interpersonal skills. Ability to complete assigned projects in a timely manner. <u>Requires evening & weekend work.</u>	A/C Grade 8, \$1,263.20 biweekly
17-269	George Memorial Library	Library Facilities Maintenance Manager	HS Diploma/GED; Associate's degree or Bachelor's degree in Mechanical Engineering or related field is preferred. 5 years of contract, supervisory or management experience in maintenance, MEP or related field. Functional computer skills, good communication & interpersonal skills. Strong management & supervisory skills & management software experience. HVAC/Electrical/Plumbing knowledge and/or training.	P/M Grade 10, \$1,757.60 biweekly
17-290	Office of Emergency Management	Grant Records Clerk – PT	HS Diploma/GED; 1 year job related experience. Detail oriented; strong computer, typing & data entry skills. Proficient in the use of Microsoft Excel & Outlook. Good verbal & written communication; must possess the ability to prioritize work & complete tasks in a timely manner. Ability to work other than normal working hours during emergencies; this position requires 24-hour on-call availability. <u>28 hours per week. TYPE: 35 WPM.</u>	\$10.00 per hour
17-055	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. <u>Up to 29 hours per week, & working weekends.</u>	\$12.00 per hour
17-279	Parks & Recreation	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. <u>Required to work 40 hours per week with hours other than 8-5 & flexible days off; must be able to adjust to changing schedules.</u>	O/S Grade 5, \$1,167.20 biweekly
17-165	Public Transportation	Records Clerk – PT	HS Diploma/GED; Associate's degree or equivalent combination of education, training, & experience. At least 3 years of administrative experience that includes at least 1 year in records management. Ability to work independently with minimal supervision especially with regard to the management of the archives. Excellent planning & organizational skills & great attention to detail. Working knowledge of word processing software; good verbal & written communication skills; strong interpersonal skills. <u>Certified in Records Management (CRM) preferred. Up to 28 hours per week for approximately 6-8 months.</u>	\$15.00-\$18.00 per hour
17-231	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
17-274	Public Transportation	Reservationist	HS Diploma/GED; 3 years job related experience. Prior experience with transportation scheduling/reservations preferred. Strong computer skills; strong verbal & written communication, math and/or accounting; management & supervisory skills. Strong interpersonal skills. Bilingual (English/Spanish) preferred.	A/C Grade 9, \$1,355.20 biweekly
17-275	Public Transportation	Operations Supervisor	HS Diploma/GED. Bachelor's or Associate's degree in related field along with 2 years of transportation related experience preferred. 3 years job related experience. Proven proficiency with both oral & written communication skills. Strong math and/or accounting and 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 10, \$1,757.60 biweekly
17-276	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. 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
17-053	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
17-007	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
17-008	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
17-185	Sheriff's Office	Communications System Specialist (Job Code #J10043)	HS Diploma/GED; 1 year technical school or specialized training in electronics & telecommunications. 2 years job related experience. Strong computer & typing skills, working knowledge of spreadsheet, word processing, database; verbal & written communication skills; strong interpersonal skills; management, organizational & supervisory skills; ability to complete assigned tasks within tight deadlines; ability to prioritize own & others' work. <u>TYPE: 40 WPM. SPECIAL REQUIREMENTS: Basic TCOLE Peace Officer License; Basic TCOLE Telecommunications Operator License (or may be obtained within 1 year of hire). Knowledge of TLETS; 911 operations; working knowledge of DOS, Windows, PC Hardware & RS 600-AIX computer devices.</u>	P/M Grade 10, \$1,757.60 biweekly
17-192	Sheriff's Office	Telecommunications Officer I	HS Diploma/GED; Must be a US Citizen; 1 year full time work related experience. Good computer skills; written & verbal communication skills; "Citi-call" candidate test; data-entry/dispatch simulation test score of 3014 KPH or above; good interpersonal skills & ability to deal effectively with others. Auditory acuity (with or without assistive hearing devices) in use of all telecommunications equipment. Must be eligible for licensing by TCOLE. Must successfully complete Basic Telecommunication TCOLE licensing within 12 months of employment & NCIC/TCIC Full Access Course (16 hours); All TCOI special requirements in addition to mastering all police & EMS radio capabilities. <u>Must be able to work rotating shifts.</u>	CS Grade 9, \$1,418.40 biweekly
17-232	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 Jailier Certification to be obtained within first year of employment. Must be eligible for licensing by TCOLE. Ability to work rotating shifts. <u>Male applicants only.</u>	CS Grade 7, \$1,228.80 biweekly
17-287	Sheriff's Office	Administrative Assistant – Civilian Position	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; strong organizational skills; verbal & written communication skills. Good interpersonal skills; good recordkeeping ability & ability to complete tasks in a timely manner. <u>Deadline to apply: Tuesday, October 24, 2017.</u>	A/C Grade 8, \$1,263.20 biweekly

External applicants please apply online at www.fortbendcounty.jobs

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

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