



Fort Bend County Human Resources
Open Positions - Revised 3/05/2018 (9:40 a.m)

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Richmond, TX 77469
Phone: 281-341-8617

Table with 5 columns: Job #, DEPARTMENT, JOB TITLE, REQUIREMENTS, GRADE/SALARY. Contains 35 job listings with detailed descriptions and requirements.

18-053 18-031 18-066 18-070	First Colony (Youth) University (Adult) George Mem. (Adult) Sugar Land (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. <i>Position requires evening &amp; weekend hours. 24 hours per week.</i>	\$10.50 per hour
18-067	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. <i>Able to work evening &amp; weekend hours.</i>	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 7/2, \$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

Please visit Fort Bend County's website or stop by the Human Resources Department to view additional job descriptions.

Fort Bend County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin, or any other reason protected by law.

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