



# Fort Bend County Jobs

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Fort Bend County Human Resources  
Open Positions – Revised 7/17/18 (1:20 p.m)

301 Jackson, Suite 243  
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
18-134	Animal Services	Animal Technician I	HS Diploma/GED; No previous experience required. Strong organizational, verbal & written communication & interpersonal skills. Valid Texas Driver License with current automobile insurance. Basic Animal Control Certification may be acquired after employment. <i>Required to work weekends &amp; holidays.</i>	PH Grade 4, \$976.00 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
18-177	Community Supervision & Corrections	Community Corrections Officer I	Bachelor's degree in Criminal Justice or field approved by the State. Required to become a Certified Corrections Officer within 1 year of employment by attending training provided by the State. No previous job related experience required. Good computer, verbal & written communication, & organizational skills. Ability to communicate in Spanish both verbally & in writing is a plus. <i>Applicants may be required to show proof of college transcript. This position is eligible for additional compensation based upon specific criteria for a Master's degree, ability to speak Spanish, or communicate in American Sign Language</i>	P/M Grade 9, \$1,484.00 biweekly
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
18-011	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
18-187	County Attorney	Civil Attorney – Litigation	Doctor of Jurisprudence; Licensed by the Texas Bar; Certified in the Federal District Court, Southern District of Texas and Fifth Circuit Court of Appeals. Minimum of 4 years job related experience required. Strong verbal & written communication & organizational skills. Prior government experience desirable.	P/M Grade 15, \$3,242.40 biweekly
18-184	County Clerk	Information Process Specialist II	HS Diploma/GED; 1 year job related customer service or clerical experience. Strong computer, typing & data entry skills; Good written & verbal communication & organizational skills. Strong interpersonal skills including diplomacy & problem solving. Valid Texas Driver License. Overtime may be required.	A/C Grade 7, \$1,208.00 biweekly
18-190	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 office routines & policies; understanding of ethics-confidentiality issues; ability to multi-task.	A/C Grade 7, \$1,208.00 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
18-019	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
18-124	Drainage District	PT Dump Truck Driver / Equipment Operator	HS Diploma/GED; 1 year work experience as a CDL Driver. Excellent driving skills, good verbal & written communication skills; good interpersonal skills. Must have a Valid Texas Commercial Driver License & clean driving record. Part-Time, may be 40 hours per week.	\$16.00 per hour
18-138	Drainage District	Bridge Crew	HS Diploma/GED; 1 year job related experience. Good verbal & written communication; interpersonal skills. Requires ability to carry out instructions, complete forms & make notes. Must have the ability to swim & work at heights up to 25 feet. Valid TX Commercial Driver License within 89 days from employment.	O/S Grade 5, \$1,167.20 biweekly
18-171	Drainage District	Heavy Equipment Operator	HS Diploma/GED; 2 years of related work experience as an Equipment Operator. Good driving skills, good verbal & written communication skills. Knowledge of & ability to operate required heavy equipment. Valid TX Commercial Driver License; Hazardous Material Endorsement Herbicide & Insecticide Certification.	O/S Grade 7, \$1,383.20 biweekly
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. <i>Up to 28 hours per week.</i>	\$15.00 per hour
18-112	Engineering	Engineer III	Bachelor's degree in Civil Engineering. 6 years job related experience. Good computer & mathematical skills; good verbal & written communication & organizational skills; good interpersonal skills. Registered Professional Engineer. Texas Floodplain Management Assoc. (TFMA) Certification within 1 year.	P/M Grade 14, \$2,843.20 biweekly
18-141	Engineering	Labor – PT – Recycle/Household Hazardous Waste Center	HS Diploma/GED; Ability to understand & carry out instructions; general working knowledge of & ability to operate required equipment. Duties require climbing, use of hands & fingers, ability to handle & pick up objects up to 100 lbs; Frequent standing, walking & talking, reaching with hands & arms; close & distance vision, ability to distinguish color, peripheral vision & depth perception. <i>Part time Up to 28 hours per week as needed, Monday-Saturday.</i>	\$10.00 - \$15.00 per hour
18-162	Engineering	Construction Inspector	HS Diploma/GED; 4 years experience in related engineering, construction or material testing field. Good computer & mathematical skills; good verbal & written communication & organizational skills; good interpersonal skills. Ability to read & understand construction plans, topography & geotechnical information surface forms, recognize soil classification; ability to understand civil engineering technology.	A/C Grade 10, \$1,455.20 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
18-165	Facilities Management & Planning	Facility HVAC Specialist	HS Diploma/GED; Field Training Program or Technical School Training preferred. 3 years minimum experience in job related field. Electrical, building control systems, boiler, chiller experience preferred. HVAC State Licensed. EPA Licensed.	O/S Grade 8, \$1,507.20 biweekly
18-133	Fire Marshal	Deputy Chief	HS Diploma/GED; Associates Degree in Emergency Management, Criminal Justice, Fire Science or Fire Protection/Engineering Technology or any combination of education & experience that has been achieved & is equivalent to the stated education & experience requirements. 6 years experience in Hazmat Response, fire code enforcement, or criminal investigations. Must have Hazmat Technician certification; Must be certified as a Fire Inspector; Must be certified as a Fire Officer II Certification or higher; Must secure & maintain a favorable background investigation from the FBC Fire Marshal's Office. Recommended: Incident Commander for Hazardous Materials from TCFP; Texas Peace Officer Certificate from TCOLE; Texas Commission on Fire Prevention Fire Education Specialist or State Firemen's & Fire Marshal's Association. Texas Commission on Fire Protection Incident Safety Officer must be obtained within 1 year from date of hire.	LE Grade 12, \$2,364.80 biweekly
18-157	Information Technology	System Administrator – Technical Services	Bachelor's degree in Computer Science, Computer Engineering or Management Information Systems. 5 years experience supporting an enterprise infrastructure. Strong understanding of System Center Configuration Manager including site maintenance, migration, application/package building & deployment, device compliance, & system image deployments. Experience with Hyland OnBase or other ECM software preferred. MCSA Server 2012/20165 or CCNA certifications preferred. Strong understanding of Microsoft Server 2008, 2012R2, & 2016 operating systems & features. Proficient with virtualization technologies VMware/Hyper-V. Strong knowledge of Active Directory, DNS, DHCP, Group Policy, Virtual Networking, PKI authentication. Must possess a valid driver license. <i>Weekend &amp; after hours work required including participation in a department on-call schedule.</i>	P/M Grade 14, \$2,843.20 biweekly
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. <i>Availability for shift work &amp; weekends. Male applicants only.</i>	CS Grade 7, \$1,228.80 biweekly
18-189	Juvenile Probation	Juvenile Detention Officer – 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. Eligible to be a Certified Detention Officer, Valid Texas Driver License; CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. <i>Availability for shift work &amp; weekends. Female applicants only.</i>	CS Grade 7, \$1,228.80 biweekly
18-075 18-150 18-188	University Branch Sienna Branch George Memorial	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. <i>Position requires evening &amp; weekend hours. 24 hours per week.</i>	\$9.50 per hour
18-107 18-151 18-169 18-170	George Mem. (Adult) First Colony (Youth) University (Youth) Sugar Land (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. <i>Position requires evening &amp; weekend hours. 24 hours per week.</i>	\$10.50 per hour
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. <i>Able to work evening &amp; weekend hours.</i>	O/S Grade 5, \$1,167.20 biweekly
18-179 18-180 18-181 18-182	Mission Bend Library Sienna Library Sienna Library Sugar Land Library	Librarian I – Adult Services Librarian I – Adult Services Librarian I – Youth Services Librarian I – Youth Services	Master's degree in Library Science from an American Library Association accredited school. Knowledge of current library practices & technologies. No previous experience required. Computer skills, good verbal & written communication skills; organizational skills & interpersonal skills. Ability to complete assigned projects in a timely manner. <i>Night and weekend work is required.</i>	A/C Grade 10, \$1,455.20 biweekly
18-183	Missouri City Library	Librarian II – Youth Services	Master's degree in Library Science from an American Library Association accredited school. 2 years job related experience. Computer skills; good verbal & written communication, supervisory & organizational skills. <i>Requires evening &amp; weekend work as assigned.</i>	P/M Grade 10, \$1,757.60 biweekly
18-191	Library Administration	Librarian III – Staff Training & Development Manager	Master's degree in Library Science from an American Library Association accredited school with knowledge of current library practices & technologies. 3 years job related experience post MLS in a public library with 1 year supervisory responsibility. Must be able to demonstrate end-user proficiency on computers; automated library systems, databases, Internet searching & other electronic resources. Excellent verbal & written communication skills; supervisory & organizational skills; interpersonal skills. <i>Requires evening &amp; weekend work as assigned.</i>	P/M Grade 12, \$2,154.40 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 & Kandleton 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
18-156	Public Transportation	Data & Software Specialist	HS Diploma/GED; Bachelor's degree in Computer Science and/or related field preferred or 4 years equivalent experience. 3 years job related experience. Transit related experience preferred. Strong computer skills; strong verbal & written communication, math or accounting. Strong in Microsoft software applications. Strong leadership, problem solving & project management skills. Strong interpersonal skills. Bilingual preferred.	A/C Grade 10, \$1,455.20 biweekly
18-164	Public Transportation	Operations Manager	HS Diploma/GED; Bachelor's or Associate's degree in related field along with 3 years of transportation-related experience preferred. 5 years job related experience. Proven proficiency with both oral & written communication skills. Strong math and/or accounting & management skills. Organizational skills & the ability to complete multiple tasks a must. Strong interpersonal skills. Proficient in Word, Excel, Outlook & Power Point. Bilingual (English/Spanish) preferred.	P/M Grade 13, \$2,482.40 biweekly
18-168	Purchasing	Buyer I	HS Diploma/GED; 1 year job related experience. Strong computer skills; strong verbal & written communication, math & accounting skills. Strong interpersonal skills, organizational skills & ability to complete tasks in a timely manner. Working knowledge of Lawson Financial System preferred.	A/C Grade 8, \$1,263.20 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
18-111	Sheriff's Office	Detention Officer Civilian FEMALE	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>Female applicants only.</i>	CS Grade 7, \$1,228.80 biweekly
18-193	Social Services	Case Manager Specialist	Bachelor's degree in social work, psychology or related field. 4 years of experience providing service coordination to victims of crime. Good computer skills & proficient in data entry; good verbal & written communication skills; good interpersonal skills.	A/C Grade 9, \$1,355.20 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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