



Fort Bend County Jobs

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Fort Bend County Human Resources
Open Positions – Revised 10/19/18 (10:30 am)

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
18-258	Animal Services	Community Involvement Assistant	HS Diploma/GED; 2 years job related experience. Knowledge of posting content to social media platforms. Strong computer & typing skills. Working knowledge of word processing, spreadsheets & database software. Strong organizational, verbal & written communication skills; strong interpersonal skills.	A/C Grade 6, \$1,148.00 biweekly
18-017	Community Supervision & Corrections	Community Service Restitution Facilitator-PT	High school diploma or GED, two years job related experience. Must have verbal, written communication, supervisory, and organizational skills. Interpersonal skills and ability to deal effectively with the public, other employees, and elected officials. Construction, building maintenance and/or lawn maintenance skills preferred. Valid Texas Driver's License. <i>Availability to work weekends and weekdays.</i>	\$15.34 per hour
18-006	Constable-PCT 3	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE certification. 1 year job experience OR 2 years of college (60 hours). Strong written & verbal communication skills. Valid Texas Driver License; firearms proficiency.	VOLUNTEER – NO SALARY
18-011	Constable-PCT 2	Reserve Non-Paid Deputy Constable	HS Diploma/GED; Basic TCOLE certification. 1 year job experience OR 2 years of college (60 hours). Strong written & verbal communication skills. Valid Texas Driver License; firearms proficiency.	VOLUNTEER – NO SALARY
18-275	Constable-PCT 1	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE certification. 1 year job experience OR 2 years of college (60 hours). Strong written & verbal communication skills. Valid Texas Driver License; firearms proficiency.	VOLUNTEER – NO SALARY
18-288	Constable-PCT 4	Deputy Constable Contract	HS Diploma/GED; Basic TCOLE certification. 1 year job experience OR 2 years of college (60 hours). Strong written & verbal communication skills. Valid Texas Driver License; firearms proficiency.	LE Grade 9, \$1,810.40 biweekly
18-267	County Attorney	Sr. Litigation Coordinator	HS Diploma/GED; 2 years of specialized vocational/technical (Paralegal) training. 5 years job related experience. Strong computer & typing skills; excellent verbal & written communication & organizational skills. Valid Texas Driver License, Paralegal Certificate highly preferred; Notary Public preferred; Bi-lingual preferred. TYPE: 50 WPM.	A/C Grade 9, \$1,409.60 biweekly
18-291	County Attorney	Civil Attorney - Litigation	Doctor of Jurisprudence & Licensed by the Texas Bar. Certified in the Federal District Court, Southern District of Texas & Fifth Circuit Court of Appeals. Minimum of 4 years job related experience required. Strong verbal & written communication, organizational & interpersonal skills. Prior government experience desirable. Prior eminent domain experience is desirable.	P/M Grade 15, \$3,275.20 biweekly
18-298	County Judge	Administrative Assistant	HS Diploma/GED; 3 years general office experience. Strong computer & typing skills. Strong reading, reasoning & comprehension skills as well as good verbal & written communication & organization skills. Good interpersonal skills. Bilingual (Spanish-speaking & writing) preferred.	A/C Grade 9, \$1,409.60 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, \$1,227.20 biweekly
18-287	District Attorney	Administrative Secretary – Protective Order Division	HS Diploma/GED; 3 years job related experience. Strong computer & typing skills. Strong verbal & interpersonal skills. Must have working knowledge of Microsoft Office/Word. Ability to lift file boxes that weigh 30-40 pounds. Ability to work overtime as needed. Bilingual highly preferred. TYPE: 40 WPM.	A/C Grade 7, \$1,227.20 biweekly
18-302	District Clerk	Clerk III	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. Good interpersonal & self-starter skills. Must be flexible with work assignments & location. Proof of liability insurance may be required; overtime may be required. Must make frequent court attendance & have no visible tattoos. TYPE: 40 WPM.	A/C Grade 7, \$1,227.20 biweekly
18-019	Drainage District	Equipment Operator	HS Diploma/GED; 1 year job related experience. Good driving skills, good verbal & written communication 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, \$1,179.20 biweekly
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, \$1,179.20 biweekly
18-212	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, \$1,396.80 biweekly
18-303	Drainage District	Engineer III	Bachelor's degree in Civil Engineering or related field. 7 years of job related experience. Licensed Professional Engineer. Good computer & math skills. Good verbal & written communication, organizational & interpersonal skills. Ability to read & understand construction plans, topography & geological surface forms, & recognize soil classifications. Ability to complete assigned tasks in a timely manner; ability to understand civil engineering & floodplain terminology.	P/M Grade 14, \$2,872.00 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, \$2,152.36 biweekly
18-045	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, \$1,987.87 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 FBC EMS; 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 FBC EMS 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>	\$16.88 per hour
18-274	Emergency Medical Service	Medical Supply Officer – PT	HS Diploma/GED; Knowledge of medical equipment & supplies. Ability to read & find locations using Key Map/GPS. Valid Texas Driver License. <i>Up to 24 hours per week.</i>	\$9.00-\$11.00 per hour
18-286	Emergency Medical Service	Deputy Chief – Operations	HS Diploma/GED; Associate's degree or higher preferred. 5 years as a Paramedic; 2 years in a supervisory capacity. Knowledge of principles, practices & techniques of emergency service administration & management, large-scale disaster response, budget planning, personnel management, strategic planning. Strong verbal & written communication, supervisory, management, organizational & interpersonal skills. Subject to 24-hour Emergency re-call. Valid TX Driver License. Valid TX Paramedic Certification. Must achieve Advanced Airway Rapid Sequence Intubation credentialing within 6 mos. Requires NIMS certifications	P/M Grade 13, \$2,507.20 biweekly
18-295	Emergency Medical Service	Administrative Assistant – PT	HS Diploma/GED; 2-3 years experience in related field. Possess strong knowledge of Microsoft Office Suite (Word, Outlook, Excel & PowerPoint). Requires professional verbal & written communication skills; strong computer & typing skills. Interpersonal skills; ability to complete & prioritize assigned tasks with tight deadline; Strong organizational, financial, managerial, accounting & mathematical skills are preferred. <i>Up to 28 hours per week. TYPE: 35 WPM.</i>	\$15.00-\$19.00 per hour
18-301	Emergency Medical Service	Community Paramedic (Grant Funded)	HS Diploma/GED; State of Texas Health Services certified or licensed paramedic. 3 years of pre-hospital experience, of which 1 year as a Paramedic II with FBC or equivalent pre-hospital EMS service. Strong verbal & written communication, organizational & interpersonal skills. Ability to complete projects. Completion of Community Paramedic orientation training including Community Health Worker certification within 3 months. Subject to 24-hour emergency recall. Schedule requirements may involve working nights & weekends. Valid Driver License. This position in Grant Funded.	PH Grade 11, \$2,057.60 biweekly
18-250	Engineering	Development Assistant	HS Diploma/GED; 4 years experience in related engineering, planning or construction field. Good computer & math skills. Good verbal & written communication, organizational & interpersonal skills. Ability to read & understand subdivision plats, construction plans & topography information. Ability to understand civil engineering technology & complete assigned tasks in a timely manner. Planning experience preferred.	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 relevant 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 & end date is unknown at this time.</i>	O/S Grade 7, \$1,396.80 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, \$1,522.40 biweekly
18-296	Fire Marshal	Investigator / Inspector	HS Diploma/GED; 2 years job related experience. Strong computer, verbal & written skills. Strong interpersonal skills. Good organizational skills, ability to prioritize & complete assigned tasks within tight deadline. TCFP Basic Arson Investigator, TCFP Basic Fire Inspector & TCOLE Basic Peace Officer License. Required to obtain Class B Driver License within 6 months of hire date. Preferred to have TCFP Structure Fire Fighter & TCFP Hazmat technician.	LE Grade 10, \$1,912.80 biweekly
18-293	Information Technology	Database Administrator	Bachelor's degree in computer science, information systems or related field preferred. (HS/GED & 4 years of relevant professional database mgmt. experience in addition to the required 7 years experience may be sub. for the Bachelor's degree). 7 years of job related experience. Knowledge of SQL. Experience with maintenance scripts, logging & database recovery. Strong multi-platform system & application programming skills, analytical & system design skills. Good verbal & written communication & interpersonal skills. Requires experience in database administration, project analysis, application & system programming.	P/M Grade 14, \$2,872.00 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 & weekends. Male applicants only.</i>	CS Grade 7, \$1,241.60 biweekly
18-229	Juvenile Probation	Intern – PT	Interns must have completed requirements for a Master's Degree in Psychology or other related field approved by the State of Texas and passed the State Board of Examiners exam. Must have LPC-Intern licensure. Must be available at least 2 evenings per week. <i>Up to 29 hours per week.</i>	\$18.79 per hour
18-208	Sienna (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 & weekend hours. 24 hours per week.</i>	\$11.00 per hour
18-283	Mission Bend (Adult)			
18-284	Mission Bend (Youth)			
18-289	First Colony (Youth)			
18-300	Sugar Land (Youth)			
18-188	George Memorial University Branch	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 & weekend hours. 24 hours per week.</i>	\$10.00 per hour
18-237	Support Services			
18-246	Mission Bend Branch			
18-285	Mission Bend Branch			
18-305	Cinco Ranch Branch			
18-201	First Colony Library	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, \$1,513.60 biweekly
18-270	Sugar Land Library	Librarian I – Adult Services		
18-279	Missouri City Library	Librarian I – Youth Services		
18-259	Sienna (Adult)	Library Paraprofessional	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. <i>Requires evening & weekend work.</i>	A/C Grade 8, \$1,313.60 biweekly
18-281	Missouri City (Youth)			
18-282	Missouri City (Adult)			

18-249	George Memorial Library Administration	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, \$1,775.20 biweekly
18-280	Missouri City Library	Library Clerk II (2 positions)	HS Diploma/GED; Some college preferred. 2 years job related experience. Strong computer & communication skills; ability to learn library software applications & shelving classifications; proficient with Internet, email & Microsoft Office products. <u>Position requires evening & weekend hours.</u>	A/C Grade 6, \$1,148.00 biweekly
18-304	George Memorial Library – Administration	Business 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, \$1,775.20 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. <u>Up to 29 hours per week, & working weekends.</u>	\$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. <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, \$1,179.20 biweekly
18-261	Public Transportation	Administrative Assistant – Grants	HS Diploma/GED; College degree preferred. 3 years job related experience. Grant experience preferred. Strong computer skills, verbal & written communication, interpersonal skills, math and/or accounting background. Valid Driver License. Bilingual English/Spanish preferred but not required.	A/C Grade 9, \$1,409.60 biweekly
18-276	Public Transportation	Receptionist / Clerk	HS Diploma/GED; 2 years job related experience. Proven proficiency with oral & written communication skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills. Valid Texas Driver License. Bilingual English/Spanish preferred.	A/C Grade 5, \$1,075.20 biweekly
18-277	Public Transportation	Reservationist – PT	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 preferred. <u>Up to 28 hours per week.</u>	\$16.00-\$18.00 per hour
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, \$1,086.40 biweekly
18-297	Road & Bridge	Master Mechanic	HS Diploma/GED; Technical certification in different fields of mechanic training & vehicle maintenance (extensive experience may substitute for technical certification). 4 years of job related experience as a Mechanic. Strong heavy equipment repair & evaluation skills. Good verbal & written communication, organizational & interpersonal skills. Working knowledge of all Road & Bridge equipment. Valid Texas Commercial Driver License.	O/S Grade 8, \$1,522.40 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, \$1,810.40 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. <u>Ability to work rotating shifts. Male applicants only.</u>	CS Grade 7, \$1,241.60 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. <u>Ability to work rotating shifts. Female applicants only.</u>	CS Grade 7, \$1,241.60 biweekly
18-269	Sheriff's Office	Telecommunications Officer I	HS Diploma/GED; Must be a United States Citizen; 1 year full time work related experience. Good computer skills; written & verbal communication skills. *Critical candidate test; data-entry/dispatch simulation test score of 3014 KPH or above. Good interpersonal skills. 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, \$1,432.80 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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