



Fort Bend County Jobs

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Fort Bend County Human Resources
Open Positions – Revised 5/24/18 (2:30 pm)

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 & holidays.</i>	PH Grade 4, \$976.00 biweekly
18-017	Community Supervision & Corrections	Community Services Restitution Facilitator-PT Work weekends/weekdays.	HS Diploma/GED; 2 years exp., Supervisory skills. Prefer construction, building maintenance and/or lawn maintenance skills. Valid TX Driver's License.	\$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
18-064	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
18-117	County Auditor	Accountant	Bachelor's degree in Accounting or related field, CPA preferred. 5 years job related experience, 3 years accounting/finance preferred. Knowledge of accounting & other finance-related areas. Strong verbal & written communication skills; organizational skills. Good interpersonal skills.	P/M Grade 11, \$1,860.80 biweekly
18-127	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. Valid Texas Driver License. Overtime may be required.	A/C Grade 7, \$1,208.00 biweekly
18-118	County Tax Assessor/Collector – Katy Location	Clerk – PT	HS Diploma/GED. Exceptional organizational skills; ability to retain & follow detailed instructions; 10-key by touch calculator skills & proficiency in data entry. Clerical skills test & calculator test is required. Ability to climb ladder & occasional lifting up to 50 pounds. Katy location; <i>29 hours per week.</i>	\$11.00 per hour
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. TYPE: 40 WPM.	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
18-115	Drainage District	Temporary Laborer – Summer Help	HS Diploma/GED; Previous construction experience preferred. Texas Commercial Driver License preferred but not required. Must be 18 years of age or older. <i>Temporary summer help only.</i>	\$10.15 per hour
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
18-044	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; 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
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
18-077	Engineering	GIS Administrator	Bachelor's degree in Geography or GIS/Cartography or related field. 2 years of job related GIS experience. Strong verbal & written communication, math, & organizational skills; interpersonal skills; ability to complete assigned projects in a timely manner. Valid Texas Driver License.	P/M Grade 11, \$1,860.80 biweekly
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
18-120	Engineering	Construction Coordinator	HS Diploma/GED; 7 years experience in related engineering or construction field. Good computer & math skills; Good verbal & written communication, organizational & interpersonal skills. Ability to read & understand construction plans, topography, geotechnical information; recognize soil classification. Experience managing construction inspection staff & knowledge of Texas Dept of Transportation, Harris County, & City of Houston specifications.	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 & end date is unknown at this time.</i>	O/S Grade 7, \$1,383.20 biweekly
18-039	Facilities Management & 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
18-116	Facilities Jail Maintenance	Jail Building Maintenance Worker III	HS Diploma/GED; Technical school training or higher education in related field preferred; Must be a US Citizen; 18 years of age or older. 3 years of job related experience. Functional computer skills; ability to use a variety of tools & equipment; basic working knowledge of plumbing, commercial HVAC & electrical.	O/S Grade 7, \$1,383.20 biweekly
18-110	Fire Marshal	Temporary Clerk	HS Diploma/GED; 1 year job related experience; Good computer skills; good verbal & written communication. <i>Temporary for 11-12 weeks. TYPE: 35 WPM.</i>	\$10.00 per hour
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
18-056	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
18-129	Information Technology	System Administrator	Bachelor's degree in Computer Science, Information Systems or related field. (HS/GED & 4 years of relevant professional experience in addition to 5 years required experience may be substituted.) 5 years of directly related experience. Thorough knowledge of network operating systems, systems integration & multiple network protocols such as TCP/IP. Advanced knowledge & troubleshooting skills of MS SQL Server. Ability to design, install, manage & monitor complex systems, operating system software & applications. Excellent communication skills. MCSE, MCNE, CNE, CAN Certifications preferred.	P/M Grade 14, \$2,843.20 biweekly
18-128	Information Technology	Intelligent Transportation Systems Supervisor	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 12, \$2,154.40 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. <i>Up to 29 hours per week.</i>	\$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. <i>Availability for shift work & weekends. Male applicants only.</i>	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. <i>Availability for shift work & weekends. Part Time, Up to 28 hours per week. Female applicants only.</i>	\$13.15 per hour
18-131	Juvenile Probation	Youth Specialist - MALE	HS Diploma/GED. Experience working with at-risk adolescents. 1 year job related experience working in a treatment oriented, behavior modification or adolescent/juvenile program is preferred. Strong interpersonal skills, oral & written communication skills. Must be 21 years of age; CPR-First Aid Certification, valid Texas Driver License, eligible to be certified as a Juvenile Supervision Officer. <i>Male applicants only.</i>	CS Grade 7, \$1,228.80 biweekly
18-132	Juvenile Probation	Youth Specialist – PT – MALE	HS Diploma/GED. Experience working with at-risk adolescents. 1 year job related experience working in a treatment oriented, behavior modification or adolescent/juvenile program is preferred. Strong interpersonal skills, oral & written communication skills. Must be 21 years of age; CPR-First Aid Certification, valid Texas Driver License, eligible to be certified as a Juvenile Supervision Officer. <i>Male applicants only. Part-Time, 20-25 hours per week.</i>	\$13.15 per hour
18-139	Juvenile Probation	LVN/Medical Officer II	HS Diploma/GED; Licensed Vocation 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; good organizational & interpersonal skills. <i>Requires shift work in a detention facility; ability to work 12 hour shifts with a flexible schedule & to work every other weekend.</i>	PH Grade 10, \$1,691.20 biweekly
18-041 18-075	Sugar Land Branch 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>	\$9.50 per hour
18-079 18-107 18-125	Sienna (Adult) George Mem. (Adult) University (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>	\$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 & weekend hours.</i>	O/S Grade 5, \$1,167.20 biweekly
18-123	George Memorial Library	Librarian I – Literacy & Volunteer Services	Master's degree in Library Science from an American Library Association accredited school. No previous experience required. Computer skills; good verbal & written communication; organizational & interpersonal skills. Ability to complete assigned projects in a timely manner. <i>Requires evening & weekend work.</i>	A/C Grade 10, \$1,455.20 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, & 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 & 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
18-093	Parks & Recreation	Site Supervisor – Summer Food Program	Ability to understand & carry out instructions. 6 months of work experience in recreation or related field. Good verbal & written communication, organizational skills; interpersonal skills. <i>Temporary for 7-8 weeks; must be available to work between 7:00 am to 3:00 pm, 3-7 hours per day, 15-30 hours per week.</i>	\$10.00 per hour
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
18-111	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

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