



Fort Bend County Jobs

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Fort Bend County Human Resources
Open Positions – Revised 2/15/2019 1:45 pm

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
19-006	Clinical Health	Licensed Vocational Nurse	HS Diploma/GED; 1 year technical school. Licensed Vocational Nurse (LVN). 1 year job related experience as LVN. Good verbal & written communication skills. Good interpersonal skills. Valid Texas Driver License & reliable transportation. This position rotates between Missouri City, Rosenberg & Katy locations. <i>Involves working 1-2 Saturdays a month for 4 hours. May be required to work after hours due to community needs.</i>	PH Grade 9, \$1,496.80 biweekly
19-052	Commissioner PCT 4	Unpaid/Volunteer Intern - Marketing	Applicants must be detail-oriented, conscientious, & able to perform multiple tasks simultaneously. Understanding & working knowledge of multiple social media platforms. Must possess familiarity with online marketing strategies & channels. Experience with word-processing, spreadsheets, database management, internet programs/applications is required. Applicants must have excellent written & verbal communication skills, organizational & interpersonal skills. <i>Duration: 12 weeks; This is an unpaid position.</i>	VOLUNTEER – NO SALARY
19-053	Commissioner PCT 4	Unpaid/Volunteer Intern – Agenda	Applicants must be detail-oriented, conscientious, & able to perform multiple tasks simultaneously. Experience with word-processing, spreadsheets, database management, & internet programs/applications is required. Applicants must have excellent written & verbal communication skills, organizational & interpersonal skills. <i>Duration: 12 weeks; unpaid position.</i>	VOLUNTEER – NO SALARY
19-024	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
19-017	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
19-023	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
19-026	Constable-PCT 3	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
19-038	County Auditor	Accountant	Bachelor's degree in Accounting or related field; CPA preferred. 5 years of job related experience, 3 years accounting/finance experience preferred. Knowledge of accounting & other finance-related areas. Strong verbal & written communication; Interpersonal skills; Self-motivated & organizational skills.	P/M Grade 11, \$1,879.20 biweekly
19-048	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
19-084	District Attorney	Investigator	HS Diploma/GED; Intermediate TCOLE Certification. 5 years investigative experience, preferably in major crimes. Good computer & typing skills; working knowledge of spreadsheet, word processing & database software. Good verbal & written communication; organizational & interpersonal skills. Ability to complete projects in a timely manner. Knowledge of TLETS/NLETS, TCIC/NCIC & JIMS/HPD computer databases. Firearm Certification. **A supplement, dependent on the type of TCOLE Certification held, is additional remuneration.	LE Grade 11, **\$2,163.20 biweekly
19-092	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
19-010	District Clerk	Court Clerk – PT	HS Diploma/GED; Strong filing skills, typing preferred but not required. Strong verbal & written communication; good interpersonal skills; self-starter skills. Valid Texas Driver License & required auto insurance. Must make frequent court appearance & have no visible tattoos. <i>28 hours per week.</i>	\$10.00 per hour
19-027	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, \$1,179.20 biweekly
19-028	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
19-029	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
19-088	Drainage District	Fitter/Welder	HS Diploma/GED; 2 years job related experience. Technical school can substitute for experience. 4 years experience & graduate from welding technical school preferred. Good verbal & written communication skills. Good interpersonal & organizational skills. Valid Texas Commercial Driver License.	O/S Grade 7, \$1,396.80 biweekly
19-090	Drainage District	PT Off-Road Dump Truck Driver/Traffic Control Flagger	HS Diploma/GED; 1 year work experience. Excellent driving skills, good verbal & written communication skills. Good interpersonal skills; ability to understand & carry out instructions & complete assignments in a timely fashion. Must have Driver License & a clean driving record. <i>Up to 40 hours per week.</i>	\$15.00 per hour
19-039	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
19-042	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
19-043	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
19-045	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, BTLSP/HTLS, 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. Strong computer skills including Microsoft Word, Excel & PowerPoint. Strong written & verbal communication skills & excellent organizational skills.	PH Grade 11, \$2,057.60 biweekly
19-060	Engineering – Recycle Center	Labor – PT	HS Diploma/GED; Ability to understand & carry out instructions; general working knowledge of & ability to operate required equipment. Ability to drive a forklift & a box truck. Ability to pick up 100-lb objects as needed. <i>Monday thru Saturday, 28 hours per week as needed.</i>	\$10.00 per hour
19-036	Facilities Interdepartmental Construction	Carpenter (2 positions available for Special Project)	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, \$1,396.80 biweekly
19-040	Facilities Interdepartmental Construction	Carpenter	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.	O/S Grade 7, \$1,396.80 biweekly
19-037	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
19-057	Fire Marshal	Deputy Chief	HS Diploma/GED; Associate's degree in Emergency Management, Criminal Justice, Fire Science or Fire Protection/Engineering Technology or directly related field. 6 years experience in Emergency Response, fire code enforcement, or criminal investigations. Strong computer and verbal & written communication skills; strong organizational & interpersonal skills. Must be certified as a Fire Inspector (including Fire Inspector 1, Fire Inspector 2, & Plans Examiner 1), Fire Officer II, & Instructor I by the Texas Commission on Fire Protection at time of appointment. Must secure & maintain a favorable background investigation; must obtain a Class B Texas Driver License. Texas Commission on Fire Protection Incident Safety officer must be obtained within 1 year from date of employment.	LE Grade 12, \$2,436.00 biweekly
19-054	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
19-055	Information Technology	Enterprise Content Management (ECM) Developer	Bachelor's degree in computer science, information systems or related field preferred. (HS Diploma/GED & 4 years relevant professional experience in addition to 7 years required experience may be substituted). 7 years of job related experience & 5 years technical experience in the deployment & support of enterprise content management products. Experience in computer programming (Net), systems analysis, report development with Crystal Reports and/or SSRS & product deployment; thorough knowledge of integration methodologies utilizing web services, XML standards, SQL queries. Ability to support, debug, maintain complex code, modules or applications. On-call 24/7 for all supported applications. Advanced problem-solving ability. Hyland OnBase experience preferred.	P/M Grade 14, \$2,872.00 biweekly
19-086	Information Technology	Webmaster	Bachelor's degree in computer science, information systems or related field preferred. 3 years of job related experience. Experience with HTML, cascading style sheets (CSS), scripting, familiarity with database structure/connectivity, web accessibility standards. Experience with developing & maintaining complex website content. Good verbal & written communication & organizational skills; strong interpersonal skills; ability to design, test, code, & execute computer software. <i>Please attach samples of your past work on the Profile Page of your application, under the resume section in the Transcript/Diploma section.</i>	P/M Grade 13, \$2,507.20 biweekly
19-102	Information Technology	Director of Information Technology	Bachelor's degree with specialization in business or public administration, information technology, data management or appropriately related field. Must have knowledge of: Modern information technology hardware & software theory & applications; Modern communication systems including cellular, digital, video, etc; The infrastructure required to support such systems; Principles & practices of public administration, budgeting, & cost accounting systems; Preparatory & continuing education required to ensure IT staff competency. Computer software applications including word processing, presentations, spreadsheets, databases, project scheduling & management. Budget preparation & office management. 5 years of progressively responsible experience in managing a comprehensive information technology department in a complex government or corporate entity. Candidates must have advanced technical knowledge of networking, application development tools, & PC hardware & software support. This position requires a strong, open & collaborative leadership style & management skills to support business development activities & the ongoing development of internal IT business practices.	Commensurate with experience & education
19-046	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

19-062 19-063 19-065 19-067 19-097 19-099	Sienna (Adult) First Colony (Youth) George Mem. (Adult) Sienna (Youth) George Mem. (Youth) 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>	\$11.00 per hour
19-081	First Colony 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
19-069	George Memorial Support Services	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>24 hours per week.</i>	\$10.00 per hour
19-096	Sugar Land (Adult)	Librarian I	Master's degree in Library Science from an American Library Assoc. accredited school. Knowledge of current library practices & technologies. No previous experience required. Computer skills, good verbal & written communication skills; organizational & interpersonal skills. <i>Requires evening & weekend work.</i>	A/C Grade 10, \$1,513.60 biweekly
19-072	George Memorial Library – Administration	Building Maintenance Worker II	HS Diploma/GED; 1 year of 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>Position requires evening & weekend hours.</i>	O/S Grade 5, \$1,179.20 biweekly
19-007	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 and management software experience. HVAC/Electrical/Plumbing knowledge and/or training.	P/M Grade 10, \$1,775.20 biweekly
19-091	Missouri City Branch Library	Library Paraprofessional – Adult Services	Bachelor's degree in related field. 1 year job related experience. Computer skills; good verbal & written communication, organizational skills; interpersonal skills; ability to complete projects in a timely manner. <i>Requires evening & weekend work.</i>	A/C Grade 8, \$1,313.60 biweekly
19-002	Medical Examiner	Chief Medical Examiner	License to practice medicine in the State of Texas. 10 years Medical Examiner experience. Knowledge of state & federal laws regarding the performance & reporting of autopsies. Knowledge of forensic external examinations, autopsies & medical/dental examination & identification procedures. Comprehensive knowledge of trauma mechanisms & considerable knowledge of natural diseases. Considerable knowledge of toxicology, serology & DNA analysis. Knowledge of budget preparation & administration; ability to supervise medical personnel. Ability to present medical findings in court proceedings. Ability to communicate effectively with hostile, abusive or irrational individuals. Ability to operate autopsy equipment. Valid Texas Medical License, American Board of Pathology Certification in Anatomical & Forensic Pathology. <i>On-call 24 hours a day.</i>	P/M Grade 19, Highly competitive Cash compensation based on experience & qualifications.
19-058	Office of Emergency Management	Planning Coordinator Intern PT (Temporary Grant Funded Position)	Bachelor's or Associate's degree preferred. Preference given to those with degrees in public administration, emergency response, human resources, journalism, emergency management, or a directly related field. Work experience in a local government agency preferred. Applicants must be detail oriented, conscientious, & able to multi-task. Good verbal & written communication; organizational & interpersonal skills. Experience with word-processing, spreadsheets, database management, internet programs & applications is required. <i>Position is grant funded & for approximately 6 months, 20-25 hours per week.</i>	\$15.00 per hour
19-033	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, & requires working weekends.</i>	\$12.00 per hour
19-035	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, \$1,139.20 biweekly
19-034	Parks & Recreation – Bates Allen Park	Park Operator II	HS Diploma/GED; 2 years job related experience. Ability to understand & carry out instructions. General working knowledge of & ability to operate required equipment. Good verbal & written communication & interpersonal skills. Ability to complete assigned tasks in a timely manner. Valid Texas Driver License.	O/S Grade 5, \$1,179.20 biweekly
19-083	Parks & Recreation – Four Corners Community Center	Recreation Aide – PT	HS Diploma/GED; 2 years job related experience. Good computer or typing skills; verbal & written communication; organizational skills; interpersonal skills & ability to deal effectively with the public, other employees & elected officials. Ability to complete assigned projects in a timely manner. Valid Driver License. <i>Up to 20 hours per week.</i>	\$11.00 per hour
19-031	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
19-098	Road & Bridge	Parts Distributor	HS Diploma/GED; 1 year job related experience. 6 months experience working with parts & supplies preferred. Computer skills; good verbal & written communication skills; good organizational & interpersonal skills. Valid Driver License and good driving record.	O/S Grade 5, \$1,179.20 biweekly
19-018	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
19-019	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
19-020	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, \$1,241.60 biweekly
19-021	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. <i>Must be able to work rotating shifts.</i>	CS Grade 9, \$1,432.80 biweekly
19-059	Vehicle Maintenance	Administrative Assistant	HS Diploma/GED. Technical or vocational training preferred. 5 years of job related experience. Strong typing & computer skills, Microsoft Word & Excel. Good interpersonal skills & knowledge of accepted office practices, good verbal & written communication skills, bookkeeping, 10-key calculator, & knowledge of purchasing procedures. Knowledge of vehicles & automotive equipment & vehicle parts. <i>IMAC Certification & 24-hour on-call. TYPE: 45 WPM.</i>	A/C Grade 9, \$1,409.60 biweekly
19-087	Vehicle Maintenance	Mechanic	HS Diploma/GED; 2 years job related experience. Certification in different fields of mechanical training or 5 years job related experience. Good interpersonal skills; ability to complete assignments accurately & in a timely manner. Valid Driver License is required. Mechanic Certification is preferred. May be required to obtain a Texas State Inspector License & Commercial Driver License within the first year of employment.	O/S Grade 7, \$1,396.80 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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