



Fort Bend County Human Resources

Open Positions - Revised 12/06/2019 4:45 pm

Phone: 281-341-8617

301 Jackson, Ste. 243, Richmond, TX 77469

Table with 5 columns: Job #, DEPARTMENT, JOB TITLE, REQUIREMENTS, GRADE/SALARY. Contains 40 job listings with detailed descriptions and requirements.

19-385	Information Technology	Mobile App Developer	Bachelor's degree in Computer Science or related field. 5 years of experience deploying mobile application for both Android & IOS. Strong experience in Xamarin mobile development preferred. Experience with Java, Kotlin, Objective-C, Swift, C#, or C/C++ Programming & debugging skill is preferred. Strong background in technical support & project/operations management. Exceptional supervisory & organizational skills; verbal & written communication skills.	P/M Grade 13, \$2,532.00 biweekly
19-420	Information Technology	Programmer Analyst	Bachelor's degree in computer science, information systems or related field preferred. 2 years of .Net experience especially in areas of Visual Studio, TFS, T-SQL, ASP.NET, MVC, Web API, JQuery, HTML, LINQ, & Bootstrap. Ability to design, debug & maintain complex code, modules or applications is required.	P/M Grade 12, \$2,197.60 biweekly
19-424	Information Technology	Unpaid/Volunteer Intern – Operations Support	The Intern should be detail oriented, analytical & have a basic understanding of computer systems & software with desktop & server support knowledge. Command of Microsoft Windows 10 & Office 2016 is required. Windows Server 2016 & VMware knowledge preferred. 30 hours of college level work in Information Technology. This is an unpaid internship for 12 weeks.	VOLUNTEER – NO SALARY
19-427	Information Technology	Administrative Coordinator	HS Diploma/GED. 2 years of college preferred or 4 years of additional directly related work experience. 5 years relevant work experience. Strong computer, accounting & math skills. Experience in preparing Financial Reports & General Ledger account reconciliation, invoices. Well versed in MS Office Suite products. Strong organizational skills; verbal & written communication skills, interpersonal skills.	A/C Grade 9, \$1,424.00 biweekly
19-434	Justice of the Peace, PCT. 2	Clerk III	HS Diploma/GED; 1 year job related experience in customer service or clerical. Good computer & typing skills; excellent research, organizational, interpersonal & written skills. Must have ability to interact with the public, employees & elected officials. TYPE: 35 WPM.	A/C Grade 7, \$1,239.20 biweekly
19-435	Justice of the Peace, PCT. 2	Case Manager	HS Diploma/GED; 2 years job related experience within a legal system. Experience in Justice of the Peace Court preferred. Good computer & typing skills; excellent research, organizational, interpersonal & written skills. Bilingual preferred (speak & read Spanish). TYPE: 35 WPM.	A/C Grade 8, \$1,326.40 biweekly
19-362	Juvenile Probation	Intern – PT	Master's degree in Psychology/Counseling (or a related field) & have passed the Texas State Board of Examiners of Professional Counselors exam. Must have LPC-Intern licensure & be able to work at least 2 evenings per week. Up to 29 hours per week.	\$18.00 per hour
19-436	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 Supervisor Officer. MALE APPLICANTS ONLY.	CS Grade 7, \$1,253.60 biweekly
19-439	Juvenile Probation	Specialized Juvenile Probation Officer	Bachelor's degree in Criminal Justice or other state approved related field. Minimum 21 years of age. 2 years job related experience. Good computer, verbal & written communication skills. Good organizational & interpersonal skills. Certified Juvenile Probation Officer. On-call 24 hours a day; subject to irregular hours.	P/M Grade 11, \$2,600.80 biweekly
19-440	Juvenile Probation – Fiscal Services Divn.	Clerk – PT	HS Diploma/GED; Some college preferred. 2 years job related experience. Minimum 21 years of age. Good computer & typing skills; verbal & written skills; preferred experience with financial software program, i.e. QuickBooks, Quicken, Lawson, etc. 28 hours per week, Monday - Friday, 9:00 am - 3:00 pm.	\$20.00 per hour
19-360 19-398	Mission Bend (Youth) Missouri City (Adult)	Library Assistant – PT	Requires HS Diploma/GED & 48 credit hours 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. Position requires evening & weekend hours. 24 hours per week. MUST ATTACH COLLEGE TRANSCRIPT TO PROFILE WHEN APPLYING.	\$11.00 per hour
19-218	George Memorial Library Admin.	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. able to work evenings & weekends.	O/S Grade 5, \$1,191.20 biweekly
19-318	University Branch Library	Librarian I – Youth Services	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, organizational & interpersonal skills. Requires evenings & weekend work.	A/C Grade 10, \$1,528.80 biweekly
19-417	First Colony Library	Librarian II – Youth Services	Master's degree in Library Science from an American Library Assoc. accredited school. 2 years job related experience; computer skills, good verbal & written communication, supervisory & organizational skills. Knowledge of current library practices & technology. Requires evenings & weekend work.	P/M Grade 10, \$1,792.80 biweekly
19-430	George Memorial Library Administration	Special Projects Manager	Master's degree in Library & Information Science preferred and Bachelor's degree in Media Arts, Audiovisual Services, Communication, Telecommunication, Communication Equipment Technology, or related field. 3 years job related experience. Advanced computer skills. Requires evenings & weekend work.	P/M Grade 12, \$2,197.60 biweekly
19-447	Mail Center	Mail Clerk FBC EMPLOYEES ONLY	HS Diploma/GED; Computer & Internet knowledge. Related mailroom experience preferred. Must have strong verbal & written communication skills, organizational & interpersonal skills. Capable of standing for long periods of time & ability to lift heavy objects. Valid Texas Driver License & proof of vehicle insurance. Deadline to apply: Friday, December 13, 2019 at 5:00 pm. FOR FORT BEND COUNTY EMPLOYEES ONLY TO APPLY.	A/C Grade 3, \$962.40 biweekly
19-305	Medical Examiner	Deputy Medical Examiner	Doctor of Medicine Degree. Must have a valid Texas Medical License & must have initial American Board Certification in Anatomic Pathology. Must have an initial American Board Certification in Forensic Pathology or obtain certification within 2 years of employment. 1 year experience in Forensic Pathology; Knowledge of forensic external examinations, autopsies & medical/dental examination & identification procedures. Required to be on-call 24-hours a day.	P/M Grade 17, Commensurate with experience
19-033	Parks & Recreation	Park Worker I – PT (5 positions available)	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; verbal & written communication; organizational & interpersonal skills. Job locations: Four Corners Community Center, Kitty Hollow, Gordon Ranch & Kendleton Parks. Up to 29 hours per week, & requires working weekends.	\$12.00 per hour
19-351	Public Transportation	Intelligent Transportation Systems Manager	Bachelor's degree in Computer Science or related field. 6 years job related experience. Public transportation experience & familiarity using Trapeze preferred. Strong leadership, problem solving, interpersonal & management skills. Organizational skills & ability to complete multiple tasks a must.	P/M Grade 12, \$2,197.60 biweekly
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, \$1,097.60 biweekly
19-213	Road & Bridge	Surveyor / Technician	HS Diploma/GED; 7 years job related experience. Good verbal & written communication skills; good organizational & interpersonal skills. Must be able to interpret surveying plans; must have knowledge in level surveying, boundary surveying & topographic surveying. Texas Commercial Driver License preferred.	O/S Grade 9, \$1,679.20 biweekly
19-265	Road & Bridge	Mechanic	HS Diploma/GED; 2 years job related experience (as Mechanic Helper). Knowledge of automotive maintenance & repair or certification in different fields of mechanical training. Valid Texas Commercial Driver License with hazardous materials endorsements. Mechanic certification may be required.	O/S Grade 7, \$1,410.40 biweekly
19-326	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job experience. Valid Texas Driver License; firearms proficiency.	VOLUNTEER – NO SALARY
19-327	Sheriff's Office	Deputy Sheriff	HS Diploma/GED; *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 Texas Driver License.	LE Grade 9/4, \$1,827.20 biweekly
19-328	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. 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. MALE APPLICANTS ONLY.	CS Grade 7/2, \$1,253.60 biweekly
19-330	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. 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. FEMALE APPLICANTS ONLY.	CS Grade 7/2, \$1,253.60 biweekly
19-419	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 MS Word & Excel. Good communication, organizational & bookkeeping skills. TCIC/NCIC Less than Full Access within first year of employment. TYPE: 35 WPM.	A/C Grade 5, \$1,085.60 biweekly
19-412	Vehicle Maintenance	Electronic Equipment Upfitter	HS Diploma/GED; 2 years technical school and/or specialized training in electronics & welding. 5 years job related experience. Strong knowledge of automotive diagnosis & repair. State Inspection certification must be obtained within the first year of employment.	O/S Grade 8, \$1,537.60 biweekly

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

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

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