



Fort Bend County Human Resources
Open Positions Revised 05/21/20 9:00 am

Phone: 281-341-8617

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
20-060	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
20-062	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
20-097	County Judge	Unpaid/Volunteer Intern – Marketing/Policy Research	HS Diploma/GED; 60 hours of college level coursework required. 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; good organizational & interpersonal skills. <i>Duration: 12 Weeks; flexible but semester-based preferable.</i>	VOLUNTEER – NO SALARY
20-095	District Clerk	Unpaid/Volunteer Intern	High School Diploma/GED; Sixty (60) hours of college level coursework required & eligible to receive college credit hours through their University's Academic Internship Program. Applicants must possess good computer and data entry skills with knowledge of MS Office Suite preferred. Good math and typing skills (minimum 40 WPM). Must be flexible with regard to work assignments and location. Must have no visible tattoos. <i>Unpaid position; minimum of 12 weeks.</i>	VOLUNTEER – NO SALARY
20-024	Engineering	Unpaid/Volunteer Laborer	HS Diploma/GED preferred; ability to understand & carry out instructions. Duties require climbing, use of hands, & frequent standing. Receives, identifies & packages materials; assists in the collection & disposal of BOLPA (Batteries, Oil, Latex Paint & Antifreeze) materials. <i>This is an unpaid internship.</i>	VOLUNTEER – NO SALARY
20-148	Facilities Management & Planning	Custodian – PT	Less than HS Diploma/GED & 6 months of job related experience. Valid Texas Driver's License. Rosenberg Annex location. <i>Up to 28 hours per week.</i>	\$10.00 per hour
20-091	Information Technology	Unpaid/Volunteer Intern – Web	The Intern should be detail oriented, analytical & customer service minded. Excellent Microsoft Office skills, including Outlook. Excellent oral & written communication skills. 30 hours college level work, prefer someone with knowledge of website design. <i>This is an unpaid internship for 12 weeks.</i>	VOLUNTEER – NO SALARY
20-092	Information Technology	Unpaid/Volunteer Intern – System Programming	The Intern should be detail oriented, analytical & have a basic understanding of computer systems & software with some programming knowledge. Command of Microsoft Word is required. 30 hours of college level work in Information Technology. <i>This is an unpaid internship for 12 weeks.</i>	VOLUNTEER – NO SALARY
20-117	Juvenile Probation	Registered Nurse	Bachelor of Science in Nursing or Associate Degree in Nursing. 3 years job related experience. Strong verbal & written communication, organization & interpersonal skills. Ability to complete assigned projects. Certification as a Registered Nurse.	PH Grade 11, \$2,078.40 biweekly
20-141	Parks & Recreation	Monitor – Summer Food Program	HS Diploma/GED; 6 months of work experience in recreation or related field. Good verbal & written communication; organizational & interpersonal skills. Reliable transportation. Valid Texas Driver License and insurance required. Available to work 7:00 am – 4:00 pm for 8 weeks.	\$14.00 per hour
20-142	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 & interpersonal skills. Ability to work between the hours of 7:00 am – 3:00 pm; 15-30 hours per week. Temporary for 7-8 weeks.	\$10.00 per hour
20-015	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER – NO SALARY

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.

External applicants please apply online at www.fortbendcounty.jobs

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