



Fort Bend County Human Resources
Open Positions Revised 06/26/20 9:00 am

Phone: 281-341-8617

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
20-187	Clinical Health Services	Licensed Vocational Nurse (Grant Funded)	HS Diploma/GED; 1 year technical school. Licensed Vocational Nurse (LVN). 1 year job related experience as a Licensed Vocational Nurse. Good verbal & written communication & interpersonal skills. Valid Texas Driver License & reliable transportation. <i>Requires working 1-2 Saturdays per month for 4 hours.</i>	PH Grade 9, \$1,512.00 biweekly
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
20-186	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, \$1,827.20 biweekly
20-198	Constable-PCT 4	Administrative Deputy	HS Diploma/GED; Basic TCOLE certification. 1 year job experience OR 2 years of college (60 hours). Strong written & verbal communication skills; bailiff duties in the Justice Court. Valid Texas Driver License; firearms proficiency. PLEASE NOTE THIS IS NOT AN ADMINISTRATIVE/CLERICAL POSITION.	LE Grade 9, \$1,827.20 biweekly
20-160	County Clerk	Legal Process Specialist II	HS Diploma/GED; 1 year job related customer service or clerical experience. Strong computer, data entry & typing skills; requires clerical testing. Strong written & verbal communication; organizational & interpersonal skills including diplomacy & problem solving. Overtime may be required. Valid Texas Driver License.	A/C Grade 7, \$1,268.00 biweekly
20-201	County Clerk	Clerk – PT	HS Diploma/GED; 1 year job related experience. Strong computer skills & proficient in data entry. Valid Driver License. <i>29 hours per week.</i>	\$10.50 per hour
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
20-163	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; clerical testing required. Good verbal & written communication & interpersonal skills. Understanding of ethics-confidentiality issues. Able to multi-task, determine priorities, & resolve problems.	A/C Grade 7, \$1,239.20 biweekly
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
20-159	District Clerk	Court Clerk – PT	HS Diploma/GED; Strong filing skills, typing preferred but not required; strong verbal & written communication skills; good interpersonal skills. Ability to prioritize & meet deadlines. Valid Texas Driver License & required auto insurance. Must make frequent court attendance & have no visible tattoos. <i>28 hours per week.</i>	\$10.00 per hour
20-176	Emergency Medical Service	Analyst	HS Diploma/GED; 4 years job related experience including 2 years training experience. Good computer & typing skills. Good verbal & written communication skills, accounting & bookkeeping skills. Good interpersonal skills.	A/C Grade 9, \$1,424.00 biweekly
20-188	Emergency Medical Service	Paramedic I	HS Diploma/GED; Certified Paramedic. 6 months full time employment as a Paramedic. Strong verbal & written communication, interpersonal & organizational skills. Applicants must pass the FBC EMS entrance written & skills examination. Subject to emergency call-in. Valid Texas Driver License.	EMS Grade P-1, \$2,174.04 biweekly
20-189	Emergency Medical Service	Paramedic – PT	HS Diploma/GED; Certified or Licensed Texas Paramedic. Current employment as a Paramedic in a 911 EMS service or employment in a hospital setting. Applicants must pass the FBC EMS entrance written & skills examination. Valid Texas Driver License. <i>Up to 28 hours per week.</i>	\$17.05 per hour
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
20-170	Health & Human Services	Call Center Manager (Grant Funded)	Bachelor's Degree with some healthcare involvement. 3 years call center management experience. Proven proficiency with both oral & written communication skills. Organizational skills & ability to multi-task is a must. Strong interpersonal skills. Bilingual preferred (speak & read Spanish).	P/M Grade 11, \$1,897.60 biweekly
20-171	Health & Human Services	Project Manager – Field Testing Operation (Grant Funded)	Bachelor's Degree in Nursing. 5 years experience in project management. Proven proficiency with both oral & written communication skills. Organizational skills & ability to multi-task is a must. Strong interpersonal skills.	PH Grade 12, \$2,402.40 biweekly
20-172	Health & Human Services	Laboratory Services Coordinator (Grant Funded)	HS Diploma/GED; Licensed Vocation Nurse in State of Texas required. 2 years experience in nursing position. Ability to use statistical software. Strong verbal & written communication; ability to deal effectively with the public & other employees; strong organizational skills.	PH Grade 9, \$1,512.00 biweekly
20-174	Health & Human Services	Call Center Agent (Grant Funded)	HS Diploma/GED; 3 years of call center experience. Knowledge of computer applications. Excellent typing skills. Skilled in data entry. Ability to communicate effectively orally & in writing. Ability to interpret policies & implement procedures. Bilingual preferred (speak & read Spanish). <i>4 positions available.</i>	A/C Grade 8, \$1,326.40 biweekly
20-175	Health & Human Services	Data Entry Specialist (Grant Funded)	HS Diploma/GED; 3 years of clerical/data entry experience. Knowledge of computer applications. Excellent typing skills. Skilled in data entry to maintain multiple data sets. Ability to communicate effectively orally & in writing. <i>Grant funded through December 2020.</i>	A/C Grade 7, \$1,239.20 biweekly
20-183	Health & Human Services	Epidemiologist (Grant Funded)	Master's Degree in Public Health or related medical field with training in epidemiology. 3 years job related experience in infectious disease. Ability to use statistical software. Strong communication & organizational skills. Experience collecting & analyzing statistical data. Ability to write & manage grants.	PH Grade 11, \$2,078.40 biweekly
20-182	Health & Human Services	Public Health Nurse/Generalist (Grant Funded)	Associate's Degree in Nursing and State Certified Registered Nurse. Bachelor's Degree in Nursing preferred. 1 year experience in public or community health nursing. Good verbal & written communication, supervisory, & organizational skills. Must provide own reliable transportation & proof of insurance. First Aid/CPR certification & Defensive Driving must be complete within 3 months. Bilingual preferred (Spanish). <i>May be required to work weekends & holidays.</i>	PH Grade 11, \$2,078.40 biweekly
20-185	Information Technology	System Administrator	Bachelor's Degree in Computer Science, Information Systems or related field. 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.	P/M Grade 14, \$2,900.80 biweekly
20-190	Information Technology	I.T. Project/Business Analyst	Bachelor's Degree in Computer Science, Information Systems or related field. 10 years Information Technology experience with at least 4 years technical experience in business analysis & project management of enterprise solutions involving hardware, software, data & voice infrastructure. Exceptional analytical & conceptual thinking skills. Strong project management skills; excellent documentation & problem-solving skills. Excellent planning & organizational skills.	P/M Grade 14, Commensurate with experience
20-152	Justice of the Peace, PCT. 2	Clerk – PT	HS Diploma/GED; 1 year job related experience; computer & typing skills; verbal & written communication skills. <i>28 hours per week. TYPE: 35 WPM.</i>	\$12.00 per hour
20-162	Justice of the Peace, PCT. 1 – Place 2	Case Manager	HS Diploma/GED. 2 years of 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. Must have ability to interact with the public. <i>Bilingual (Spanish) preferred. TYPE: 35 WPM.</i>	A/C Grade 8, \$1,326.40 biweekly
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
20-202	Purchasing	Assistant Purchasing Agent	BS/BS Degree from an accredited institution required. CPPB (Certified Professional Public Buyer) or other professional procurement certification/designation preferred. 5 years job related experience in public purchasing. Supervisory experience preferred. Strong verbal & written communication & interpersonal skills.	P/M Grade 14, \$2,900.80 biweekly
20-177	Sheriff's Office	Deputy Sheriff	HS Diploma/GED & currently holds a Peace Officer License awarded by the Texas Commission on Law Enforcement (TCOLE). 1 year experience in a law enforcement agency performing peace officer, telecommunication, or correctional officer duties; or 2 years military service with an honorable discharge; or 30 semester credit hours with a minimum cumulative GPA of 2.0 from an accredited college or university. Valid Driver License. Firearms proficiency.	LE Grade 9/4, \$1,827.20 biweekly
20-178	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 & interpersonal skills. 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.	CS Grade 7/2, \$1,253.60 biweekly
20-179	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 & interpersonal skills. 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.	CS Grade 7/2, \$1,253.60 biweekly
20-180	Sheriff's Office	Telecommunications Officer I	HS Diploma/GED; Must be a US Citizen; 1 year work related experience. Good computer skills; written & verbal communication & interpersonal skills. "Critical" candidate test; data entry/dispatch simulation test score of 3014 KPH or above. Must be eligible for licensing by TCOLE. Available for rotating shifts.	CS Grade 9, \$1,447.20 biweekly
20-015	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year of job related experience. Valid TX Driver License; firearms proficiency.	VOLUNTEER – NO SALARY
20-150	Social Services	Caseworker	HS Diploma/GED; College degree preferred. 2 years job related experience in social services. Good computer skills & proficient in data entry. Strong verbal & written communication skills including ability to write clear, concise case notes, reports & emails. Good interpersonal skills. Bilingual preferred.	A/C Grade 8, \$1,326.40 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.

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