



Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
20-338	Animal Services	Animal Services Officer	HS Diploma/GED; No previous experience required. 1 year Animal Services Officer experience preferred. Strong organizational & interpersonal skills; verbal & written communication. Valid Texas Driver License. Basic Animal Control Education. Euthanasia Training by State Health Department completed within 1 year of employment. Bilingual preferred. <i>On-call 24/7; works rotating weekends and holidays.</i>	PH Grade 6, \$1,192.80 biweekly
20-206	Community Supervision & Corrections	Community Service Restitution Facilitator – PT	HS Diploma/GED; 2 years job related experience. Must have verbal, written communication, supervisory, organizational & interpersonal skills. Construction, building maintenance and/or lawn maintenance skills preferred. Valid Texas Driver License. <i>Availability to work weekends & weekdays.</i>	\$15.34 per hour minimum base on qualifications
20-309	Community Supervision & Corrections	Clerk II	HS Diploma/GED; 1 year job related experience. Good computer & typing skills. Good verbal & written communication skills. Must have good interpersonal & organizational skills & ability to deal effectively with the public, other employees, & elected officials. Ability to complete assigned projects. Bilingual preferred. <i>TYPE: 35 WPM minimum.</i>	A/C Grade 6, \$1,159.20 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
20-292	County Attorney	Civil Attorney - Litigation	Doctor of Jurisprudence and Licensed by the Texas Bar. Certified in the Federal District Court, Southern District of Texas & Fifth Circuit Court of Appeals. Minimum of 4 years job related experience required. Strong verbal & written communication & interpersonal skills; ability to deal effectively with the public.	P/M Grade 15, \$3,308.00 biweekly
20-301	County Clerk	Information Process Specialist II	HS Diploma/GED; 1 year job related customer service or clerical experience. Strong computer, data entry, & typing skills. Strong written & verbal communication & organizational skills. Strong interpersonal skills including diplomacy & problem-solving. Overtime may be required. Valid TX Driver License.	A/C Grade 7, \$1,268.00 biweekly
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
20-247	County Tax Assessor/Collector	Clerk – PT	HS Diploma/GED. Exceptional organizational skills; ability to retain & follow detailed instructions. Understanding of ethics-confidentiality issues. Ability to climb a ladder & occasional lifting of objects up to 50 lbs. Proficient with data entry & 10-key by touch; calculator & skills test is required. <i>Up to 29 hours per week.</i>	\$11.00 per hour
20-293	District Attorney	Investigator (Grant Funded)	HS Diploma/GED; 30 semester hours from an accredited college/university or 2 years active duty military experience preferred. Intermediate TCOLE Certification. 5 years law enforcement experience with at least 2 years of investigative experience. Good computer & typing skills, working knowledge of spreadsheet, word processing & database software. Good communication & interpersonal skills. Knowledge of TLETS/NLETS, TCIC/NCIC & JIMS/HPD computer databases. Firearm Certification. Certified Digital Forensics Examiner certification preferred.	LE Grade 11, \$2,184.80 biweekly
20-323	District Attorney	Investigator – Public Integrity	HS Diploma/GED; 30 semester hours from an accredited college or 2 years active duty military experience preferred. Intermediate TCOLE Certification; Advanced TCOLE Certification preferred. 5 years law enforcement experience, with at least 2 years of investigative experience, preferably in Internal Affairs or other experience with public integrity or related cases. Good computer & typing skills; working knowledge of spreadsheet, word processing & database software. Good verbal & written communication & interpersonal skills. Knowledge of TLETS/NLETS, TCIC/NCIC & JIMS/HPD databases. Firearm Certification	LE Grade 11, \$2,184.80 biweekly
20-331	District Attorney	Chief Prosecutor – Civil Rights Division	Doctor of Jurisprudence & Licensed by the Supreme Court of Texas. 5 years job related experience, some supervisory experience preferred. Thorough working knowledge of criminal prosecution & court procedure. Extensive felony trial experience preferred. Highly advanced research & writing skills, including trial advocacy, legal research & library skills. Strong case evaluation, verbal & written communication, supervisory, management & organizational skills. Must have high degree of advocacy skills, expertise in trial of criminal cases, advanced knowledge of the rules of evidence, case law, penal code & code of criminal procedure. Must be available to be on-call 24/7 to respond to scenes as needed & for the assistance to subordinates & law enforcement officers.	P/M Grade 17, \$4,246.40 biweekly
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
20-215	District Clerk	Clerk III	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 make frequent court appearance & have no visible tattoos. <i>TYPE: 40 WPM minimum.</i>	A/C Grade 7, \$1,239.20 biweekly
20-243	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, interpersonal skills. Ability to operate required heavy equipment. Valid Texas Commercial Driver License; Hazardous Material Endorsement, Herbicide & Insecticide Certification.	O/S Grade 7, \$1,410.40 biweekly
20-307	Drainage District	Bridge Crew	HS Diploma/GED; 1 year job related experience. Good verbal & written communication & interpersonal skills; ability to follow instructions & complete printed forms & make notes. Must have ability to swim & work at heights up to 25 feet. Valid Texas Commercial Driver's License or obtain within 6 months of hire date.	O/S Grade 5, \$1,191.20 biweekly
20-308	Drainage District	Equipment Operator	HS Diploma/GED; 1 year job related experience. Good driving skills; good verbal & written communication & interpersonal skills. General working knowledge of & ability to operate required equipment. Valid Texas Commercial Driver License, Herbicide & Insecticide Certification, or obtain within 6 months of hire date.	O/S Grade 5, \$1,191.20 biweekly
20-321	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. Part-Time, up to 40 hours per week.	\$15.00 per hour
20-297	Elections / Voter Registration	Temporary Elections Clerk	HS Diploma/GED. Good computer & typing skills. Good verbal & written communication skills. Good interpersonal skills & ability to deal effectively with the public, other employees, & elected officials. Bilingual preferred, not required. <i>Assignment days & hours will vary, ending on Election Day, November 3, 2020.</i>	\$12.00 per hour
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
20-255	Emergency Medical Service – Patient Account Services	Clerk – PT BILINGUAL	HS Diploma/GED; 2 years job related experience. Knowledge of general secretarial procedures; good computer skills & proficient in data entry & typing. Good communication & interpersonal skills. Ability to organize & prioritize work. Valid Texas Driver License. <i>Up to 29 hours per week & available the following schedule: Monday 8:00-5:00, Tues & Wed 1:00-5:00, Thurs & Friday 8:00-12:00 pm. Bilingual Spanish (speak & read) required.</i>	\$12.60 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
20-252	Engineering	Development Assistant	HS Diploma/GED; 4 years experience in engineering, planning, or construction field. Good computer & math skills. Good verbal & written communication, interpersonal & organizational skills. Ability to read & understand subdivision plats, construction plans & topography information. Planning experience preferred.	A/C Grade 10, \$1,528.80 biweekly
20-305	Engineering	Construction Inspector	HS Diploma/GED; 4 years experience in related engineering, construction or material testing field. Good verbal & written communication, organizational & interpersonal skills. Good computer & math skills. Ability to read & understand construction plans, topography & geotechnical information surface forms & recognize soil classifications. Physical requirements: ability to walk over uneven terrain, endure heat & cold temperatures, walk long distances on hard surfaces	A/C Grade 11, \$1,648.00 biweekly
20-245	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, \$1,537.60 biweekly
20-299	Facilities Management & Planning	Building Maintenance Worker III	HS Diploma/GED; 3 years job related experience. Good verbal & written communication & interpersonal skills. Basic working knowledge of plumbing and carpentry; specific knowledge of commercial electrical & HVAC systems. License preferred.	O/S Grade 7, \$1,410.40 biweekly
20-211	Fire Marshal	Investigator / Inspector	HS Diploma/GED; 2 years job related experience. Strong computer skills, verbal & written communication, organizational & interpersonal skills. Requires TCFP Structure Firefighter, TCFP Basic Arson Investigator, TCFP Basic Fire Inspector & TCOLE Basic Peace Officer License. Required to obtain Class B Driver License within 6 months of hire date. Preferred to have TCFP Hazmat Technician. <i>2 positions available.</i>	LE Grade 10, \$1,932.00 biweekly
20-212	Fire Marshal	Fire Inspector – PT	HS Diploma/GED; 2 years job related experience. Strong computer skills, verbal & written communication, organizational & interpersonal skills. Requires TCFP Basic Fire Inspector & TCFP Plans Examiner I, ICS 100, 200, 700, & 800. Minimum of Texas Class C Driver License. <i>Up to 29 hours per week. 2 positions available.</i>	\$20.00 per hour
20-303	Fire Marshal	Hazmat Technician	HS Diploma/GED; 2 years job related experience. Strong computer skills, verbal & written communication, interpersonal & organizational skills. TCFP Basic Structural Fire Protection, TCFP Firefighter, TCFP Hazmat Technician, TCFP Inspections (or obtain within 6 months), TCFP Hazmat Incident Commander, Class B Exempt Driver License (CDL preferred). <i>4 positions available.</i>	EMS P-1, \$2,174.04 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>2 positions available.</i>	A/C Grade 8, \$1,326.40 biweekly
20-249	Health & Human Services	Medical Epidemiologist	Medical Degree. 3 years of experience in infectious diseases position. Media Relations experience. Ability to coordinate high functioning work teams. Good verbal & written communication & organizational skills. Ability to deal effectively with the public & other employees.	PH Grade 13, \$2,845.60 biweekly
20-334	Human Resources	Director of Human Resources	Bachelor's Degree in Human Resources, Business Administration or related field. Master's Degree preferred. PHRD, SPHR, SHRM-CP, or SHRM-SCP professional certification. 10 plus years of Human Resources Management experience, with a measurable record of leadership & accomplishments in the areas of employee relations, training & development, compensation & HRIS, and recruiting & staffing. Strategic, talent management, mediation, and/or public sector government experience highly preferred. Must have thorough knowledge of employment-related laws & regulations, varied human resource information systems, and proficiency with Microsoft Office Suite or related software. Outstanding interpersonal skills; strong supervisory & leadership experience.	Commensurate with experience & education
20-311	Information Technology	I.T. Security Analyst	HS Diploma/GED; 3 years job related experience. Following technologies required: Firewall, Application Firewall, SIEM, SOAR, AV, Anti-Malware, Encryption, Decryption, PAM, IAM, Vulnerability Scanning, and Remediation, IDS, IPS, SOC, DLP, Secure Email Gateways. Ability to explain technical terms plainly. Excellent verbal & written communication, interpersonal & organizational skills are required.	P/M Grade 14, \$2,900.80 biweekly
20-320	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 Microsoft Office suite of products. Strong organizational skills; verbal & written communication & interpersonal skills.	A/C Grade 9, \$1,424.00 biweekly
20-312	Information Technology	Project Development Analyst	Bachelor's Degree in Computer Science, Information Systems or related field. Experience in computer programming, systems analysis & project development. 10 years I.T. experience with at least 5 years technical experience in the deployment & support of enterprise application software. Strong project & team-based skills. Excellent verbal & written communication, organizational & interpersonal skills are required. Provides on-call support 24/7 for all supported applications.	Commensurate with experience & education

20-250	Juvenile Probation	Youth Specialist – PT	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. CPR-First Aid Certification, Valid Texas Driver License. Eligible to be certified as a Juvenile Supervision Officer. Must be 21 years of age or older. <i>Part Time, 20-25 hours per week.</i>	\$14.00 per hour
20-310	Juvenile Probation	Education Specialist	Bachelor's Degree in education related field. 3 years practical experience in classroom teaching. Excellent communication & organizational skills. Great interpersonal skills & ability to deal effectively with education representatives in the community, program participants & volunteers. <i>Subject to irregular hours.</i>	P/M Grade 9, \$1,374.40 biweekly
20-319	Juvenile Probation	Therapist	Master's Degree in Psychology, Counseling or closely related field & licensed as a Professional Counselor (LPC) in Texas. 2 years job related experience. Strong computer & organizational skills; interpersonal, verbal & written communication and counseling skills. Valid Texas Driver License. <i>On-call 24 / 7.</i>	P/M Grade 13, \$2,532.00 biweekly
20-324	Juvenile Probation	Clerk – PT FBC JJAEP/JLA Programs	HS Diploma/GED & knowledge of basic record-keeping & secretarial principles/procedures. 3 years job related experience. Good computer, word processing & typing skills; proficient with MS Office; good verbal & written communication, bilingual helpful. Valid TDL. <i>25 hours per week. TYPE: 35 WPM minimum.</i>	\$15.00 per hour
20-283	Cinco Ranch-Youth	Library Paraprofessional	Bachelor's Degree in related field. 1 year job related experience. Good computer skills, verbal & written communication, interpersonal & organizational skills. <i>Requires evening & weekend work. Must provide college transcript at time of applying.</i>	A/C Grade 8, \$1,326.40 biweekly
20-285 20-287 20-289 20-291	Admin- Staff Trainer First Colony-Youth Mission Bend-Youth Cinco Ranch-Adult	Librarian I	Master's Degree in Library Science from an American Library Association accredited school. Knowledge of current library practices & technologies. No previous experience required. Must be able to demonstrate proficiency on computers; automated library systems, databases, Internet searching & other electronic resources. Excellent verbal & written communication, supervisory, organizational & interpersonal skills. <i>Requires evening & weekend work. Must provide college transcript at time of applying.</i>	A/C Grade 10, \$1,528.80 biweekly
20-295	George Memorial Library Administration Technology	Senior Communications Technician	HS Diploma/GED; 1-2 years of specialized training in computers or technology field. 1 year job related experience. Must have strong computer skills with experience in hard-drive replicators, MS SMS, Active Directory, basic network skills including WiFi, A+ or equivalent, Windows Server 2000/2003, Windows SP professional, MS Visio, MS Office 2003, Exchange Server is a plus. Must stay informed of technological advances. Strong communication & interpersonal skills	A/C Grade 8, \$1,326.40 biweekly
20-314 20-325 20-328	George Memorial Missouri City Sienna	Library Clerk – PT	HS Diploma/GED. 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. Requires evening & weekend work.</i>	\$10.00 per hour
20-316 20-326 20-327 20-329 20-330	George Mem.-Youth Missouri City-Youth Missouri City-Adult Sienna-Youth Sienna-Adult	Library Assistant – PT	HS Diploma/GED and 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 lift materials up to 25 lbs. <i>24 hours per week. Requires evening & weekend work. Must provide college transcript at time of applying.</i>	\$11.00 per hour
20-317	Medical Examiner	Morgue Tech	HS Diploma/GED; 2 years morgue tech or autopsy tech experience, along with general office & administrative experience. Knowledge of human anatomy. Knowledge of & skill in utilization of radiological techniques, health & safety standards & practices. Knowledge of word processing, database & spreadsheet software, basic office procedures, computer & office equipment. Ability to lift & move deceased individuals. <i>Shift work to provide evening coverage required.</i>	A/C Grade 9, \$1,424.00 biweekly
20-237	Road & Bridge	Laborer in Training	HS Diploma/GED; 6 months work experience. Previous construction experience preferred. Good interpersonal skills; must be able to follow instructions & 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
20-238	Road & Bridge	Equipment Operator	HS Diploma/GED; 1 year job related experience. Good driving skills; good interpersonal skills & ability to deal effectively with other employees. Valid Texas Commercial Driver License.	O/S Grade 5, \$1,191.20 biweekly
20-239	Road & Bridge	Surveyor / Instrument Technician	HS Diploma/GED; 1 year job related experience; significant experience in field surveying & construction work preferred. Good verbal & written communication skills. General knowledge of surveying equipment. Good background of mathematics preferred. Strong organizational skills. Valid Texas Driver License.	O/S Grade 6, \$1,297.60 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 Jailor 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
20-332	Social Services	Clerk – PT	HS Diploma/GED; 1 year job related experience. Good computer skills & proficient in data entry; good verbal & written communication skills. Good interpersonal skills & ability to deal with the public. Valid Driver License. Bilingual preferred (read & speak Spanish). <i>2 positions available.</i>	\$10.00-\$12.00 per hour
20-337	Various County Departments	Unpaid / Volunteer Intern	HS Diploma/GED preferred. Minimum of 16 years of age. Experience with word processing, spreadsheets, database management, & internet programs/applications is required. Applicants must be detail-oriented & able to perform multiple tasks simultaneously. Applicants must have excellent written & verbal communication skills, organizational & interpersonal skills. Must be flexible with regard to work assignment & location. <i>Temporary up to 12 weeks.</i>	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!