



Fort Bend County Human Resources
Open Positions-Revised 10/29/21 3:30 pm

Phone: 281-341-8617

301 Jackson, Ste. 243,
Richmond, TX 77469

Table with 5 columns: Job #, DEPARTMENT, JOB TITLE, REQUIREMENTS, GRADE/SALARY. Contains 60 job listings with detailed descriptions and requirements.

21-414	Health & Human Services	Data Analyst – Epidemiology	Master's Degree in Public Health, Biostatistics, Mathematics, Business, Public Administration or equivalent field. 2 years job related experience in community health data analysis. Experience using STATA, SPSS, SAS, R, or other statistical software. Proven proficiency in organization & communication required.	PH Grade 11, \$2,078.40 biweekly
21-420	Health & Human Services	Receptionist	HS Diploma/GED; 2 years of job related experience. Medical or health care experience preferred. Excellent skills in use of PBX system & office equipment; good computer skills including Microsoft Office products such as Word, Excel, scanning & presentation software. Excellent interpersonal skills. <b>TYPE: 35 WPM</b>	A/C Grade 6, \$1,159.20 biweekly
21-434	Health & Human Services	Community Health Education Specialist (Grant Funded)	Master's Degree in Public Health or health related field. (Bachelor's Degree with 5 years of experience in addition to the 2 years job related experience requirement). 2 years of job related experience & the ability to obtain a Health Education Specialist Certification within 90 days of hire. Proven proficiency with verbal & written communication skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills.	PH Grade 11, \$2,078.40 biweekly
21-435	Health & Human Services	Data Analyst – Vaccine Outreach (Grant Funded)	Master's Degree in Public Health, or equivalent, or Certified as Health Education Specialist. 2 years job related experience in community health data analysis. Proven proficiency with both verbal & written communication skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills.	PH Grade 11, \$2,078.40 biweekly
21-436	Health & Human Services	Adult Immunization Coordinator – RN (Grant Funded)	State of Texas Certified Registered Nurse. 3 years job related experience. Great verbal & written communication, supervisory, & organizational skills. Ability to deal effectively with the public & other employees. Must provide own transportation & proof of insurance. First Aid / CPR Certification & Defensive Driving must be completed upon hire. May be required to work weekends & holidays.	PH Grade 11, \$2,078.40 biweekly
21-437	Health & Human Services	Project Manager – COVID-19 Vaccine Outreach (Grant Funded)	Master's Degree in Public Health, Community Health or related field. 5 years of experience in project management. Proven proficiency with both oral & written communication skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills & ability to deal effectively with the public, other employees & elected officials.	PH Grade 12, \$2,402.40 biweekly
21-438	Health & Human Services	Project Manager – Quality Improvement & Assurance Analyst (Grant Funded)	Master's Degree in Public Health, Community Health or related field. 5 years of experience in project management. Proven proficiency with both oral & written communication skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills & ability to deal effectively with the public, other employees & elected officials.	PH Grade 12, \$2,402.40 biweekly
21-439	Health & Human Services	LVN – Mobile Vaccination Outreach (Grant Funded)	Licensed Vocational Nurse (LVN). 2 years job related experience. Strong verbal & written communication & organizational skills. Ability to deal effectively with the public & other employees. <b>4 positions available.</b>	PH Grade 9, \$1,512.00 biweekly
21-442	Health & Human Services	Emergency Planning Coordinator (Grant Funded)	Bachelor's Degree in related field such as health care, public health or community emergency planning. 3 years job related experience. Excellent computer, verbal & written communication, project management & organizational skills. Great interpersonal skills. Valid Driver License.	PH Grade 11, \$2,078.40 biweekly
21-424	Homeland Security & Emergency Mgt.	Clerk III	HS Diploma/GED; 2 years job related work experience. Strong computer & typing skills. Strong verbal & written communication, organizational & interpersonal skills. Bilingual (Spanish read & speak) highly preferred. <b>TYPE: 35 WPM. This position requires 24-hour on-call availability due to emergencies.</b>	A/C Grade 7, \$1,239.20 biweekly
21-012	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 IT experience with at least 5 years technical experience in the deployment & support of enterprise application software. Strong project & team-based skills. Thorough knowledge of programming & development standards & programming architectures. Excellent interpersonal & communication skills.	Commensurate with experience and education
21-151	Information Technology	Systems Programming Supervisor	Bachelor's Degree in Computer Science, Information Systems or related field. 7 years of job related experience, including 5 years of management/supervisory experience. Experience in multi-platform computer programming & systems design. Strong verbal & written communication, supervisory & interpersonal skills.	P/M Grade 14, \$2,900.80 biweekly
21-217	Information Technology	GIS Administrator	Bachelor's Degree in Computer Science, Information Systems or related field. 5 years relevant GIS/programming experience, including 2 years of management, supervisory or team lead experience. Knowledge of SQL & ESRI ArcSDE (GIS); experience with scripts, logging, & database recovery. Strong multi-platform system & application programming skills; Strong analytical & system design skills. Good verbal & written communication & interpersonal skills.	P/M Grade 14, \$2,900.80 biweekly
21-402	Information Technology	GIS Analyst	HS Diploma/GED; 2 years job related experience. Knowledge of the following technologies is required: SIEM, Active Directory, Cisco IOS, Microsoft Server, Anti-Malware, IronPort, Firepower, PAM, IAM, Vulnerability Scanning & Remediation, IDS, IPS, SOC, DLP, & Secure Email Gateways. Ability to explain technical terms plainly. Excellent communication, interpersonal & organizational skills.	P/M Grade 13, \$2,532.00 biweekly
21-348	Information Technology	Audio Visual Systems Engineer (Grant Funded)	Bachelor's Degree in Computer Science, Information Systems or related field. (HS Diploma/GED & 5 years of relevant professional experience may be substituted for the Bachelor's Degree). 5 years job related experience. Knowledge of Creston, Extron & related technologies. Strong verbal & written communication & interpersonal skills. Certified Technology specialist preferred. <b>Grant funded until September 30, 2022.</b>	P/M Grade 13, \$2,532.00 biweekly
21-361	Information Technology	Administrative Coordinator	HS Diploma/GED; 2 years of college preferred. 5 years relevant work experience. Strong computer, accounting & math skills. Experience in preparing financial reports & general ledger account reconciliation & invoices. Experienced in Microsoft Office Suite. Strong organizational & interpersonal skills.	A/C Grade 9, \$1,424.00 biweekly
21-426	Information Technology	System Administrator	Bachelor's Degree in Computer Science, Information Systems, or related field. 5 years 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. Ability to design, install, manage & monitor complex systems, operating system software & applications. MCSE, MCNE, CNE, & CNA certifications preferred.	P/M Grade 14, \$2,900.80 biweekly
21-443	Information Technology	Technical Support Specialist	HS Diploma/GED; 1 year job related experience. Knowledge of LAN/WAN networking. Strong technical diagnostic skills in troubleshooting hardware & software products. Strong organizational, interpersonal & communication skills. Must stay informed of technological advances. Valid Texas Driver License.	P/M Grade 11, \$1,897.60 biweekly
21-345	Justice of the Peace, PCT. 2	Clerk – PT	HS Diploma/GED; 1 year job related experience. Computer & typing skills; verbal & written communication skills. Bilingual (Spanish – read & speak) preferred. <b>TYPE: 35 WPM minimum. 28 hours per week.</b>	\$12.00 per hour
21-357	Justice of the Peace, PCT. 3	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. Must be detail-oriented, able to proficiently multi-task & prioritize workload. <b>TYPE: 35 WPM.</b>	A/C Grade 8, \$1,326.40 biweekly
21-298	Juvenile Probation	Youth Community Outreach Coordinator - PT	HS Diploma/GED; Minimum 21 years of age. 1 year job related experience working with youths. Good typing, verbal & written communication; organizational & interpersonal skills. Ability to deal effectively with the public, law enforcement & community organizations. Ability to work a flexible schedule. <b>29 hours per week</b>	\$20.00 per hour
21-313	Juvenile Probation	Counselor / Psychology Associate – PT	Qualified applicants must have earned a Master's Degree in Psychology, Counseling, or a related field & have passed the Texas State Board of Examiners of Professional Counselors exam or the Examination of Professional Practice in Psychology (EPPP). Candidates must have LPC-Intern/LPC-Associate or LPA (Licensed Psychological Associate) licensure & be able to work at least 2 evenings per week. <b>Up to 29 hours per week.</b>	\$20.00 per hour
21-377	Juvenile Probation	Youth Specialist – PT <b>MALE</b>	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 communication & interpersonal skills; CPR-First Aid Certification; Valid TX Driver License; Must be 21 years of age or older. Eligible to be certified as a Juvenile Supervision Officer. <b>20-25 hours per week. MALE APPLICANTS ONLY.</b>	\$15.00 per hour
21-387	Juvenile Probation	Juvenile Detention Officer <b>MALE</b>	HS Diploma/GED; Must be 21 years of age or older. 1 year job related experience; residential supervision preferred. Good computer skills with strong organizational, interpersonal & communication skills. Eligible to be Certified Detention Officer, CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. Valid Texas Driver License. <b>Must be available for shift work &amp; weekends. MALE APPLICANTS ONLY.</b>	CS Grade 8, \$1,500.00 biweekly
21-421	Juvenile Probation	Youth Specialist – PT <b>FEMALE</b>	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 communication & interpersonal skills; CPR-First Aid Certification; Valid TX Driver License; Must be 21 years of age or older. Eligible to be certified as a Juvenile Supervision Officer. <b>20-25 hours per week. FEMALE APPLICANTS ONLY.</b>	\$15.00 per hour
21-427	Juvenile Probation	Crisis Intervention Officer <b>INTERNAL</b>	HS Diploma/GED; some college preferred. Minimum age 21 required. Eligible to be certified as a Juvenile Supervision Officer. 2 years job related experience. Good computer skills along with strong organizational, verbal & written communication and interpersonal skills. <b>Deadline to apply: Friday, October 29, 2021 at 5:00 pm. INTERNAL FOR JUVENILE PROBATION DEPARTMENT EMPLOYEES ONLY TO APPLY.</b>	A/C Grade 8, \$1,326.40 biweekly
21-430	Juvenile Probation	Receptionist – PT Second Shift	HS Diploma/GED; Minimum 21 years of age. 2 years related job experience. Knowledge of general secretarial principles/procedures. Good computer & typing skills. Strong communication & interpersonal skills. Valid Texas Driver License. Bilingual (Spanish) preferred. <b>Must be available to work second shift hours: Monday-Thursday 1:00 pm – 6:30 pm; Friday 12:00 pm – 5:00 pm. Up to 28 hours per week.</b>	\$15.00 per hour
21-122 21-140 21-276 21-323 21-396	First Colony Support Services University Sienna Cinco Ranch	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. <b>24 hours per week. Requires evening &amp; weekend work.</b>	\$10.00 per hour
21-084 21-088 21-189 21-215 21-235 21-264 21-328 21-359 21-389 21-422 21-444	Sienna-Youth First Colony-Youth Missouri City-Adult Sienna-Adult Sugar Land-Youth Mission Bend-Youth University-Adult Mission Bend-Adult George Mem.-Youth Cinco Ranch-Adult George Mem.-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. <b>24 hours per week. Requires evening &amp; weekend work. Must provide college transcript at time of applying.</b>	\$11.00 per hour
21-383	Missouri City Library	Librarian I – Adult Services	Master's Degree in Library Science Association accredited school. Knowledge of current library practices & technologies. No previous experience required. Computer skills; good verbal & written communication, organizational & interpersonal skills. <b>Requires evening &amp; weekend work. Must provide college transcript at time of applying.</b>	A/C Grade 10, \$1,528.80 biweekly
21-432	Medical Examiner	Deputy Medical Examiner	Doctor of Medicine Degree. Must have a valid Texas Medical License or obtain one prior to start date. Must have an initial American Board Certification in Anatomic Pathology. Must have an initial American Board Certification in Forensic Pathology or obtain within 2 years of employment. 1 year experience in Forensic Pathology which may be an ACGME certified fellowship in Forensic Pathology or equivalent combination of education & experience. On-call 24/7.	Commensurate with experience
21-364	Public Defender – Mental Health Div.	Attorney I	Doctor of Jurisprudence Degree from an accredited law school. 1 year experience in public or juvenile defense case work. Advance computer, research & writing skills, including trial advocacy, legal research & library skills. Great verbal & written communication, interpersonal & organizational skills. Must have high degree of case evaluation & advocacy skills. Knowledge of trial procedures & rules of evidence. Advanced knowledge of state & federal laws.	P/M Grade 13, \$2,532.00 biweekly
21-311	Public Transportation	Assistant Transit Director	Bachelor's Degree in Business Management, Public Administration, Transit Management, Political Science, Urban Studies or related field with major coursework in transportation planning preferred. 7 years job related experience. Direct Transportation Operations & Management experience or education. Proven proficiency with verbal & written communication skills; strong math/accounting skills; excellent management, organizational & interpersonal skills. Strong interpersonal skills. Valid Driver License. Bilingual/Spanish preferred. <b>TYPE: 35 WPM minimum.</b>	P/M Grade 14, \$2,900.80 biweekly
21-445	Public Transportation	Administrative Assistant AP/AR	HS Diploma/GED; 3 years job related experience. Strong computer & typing skills. Strong verbal & written communication, math & / or accounting skills. Strong interpersonal skills. Valid Driver License. Bilingual/Spanish preferred. <b>TYPE: 35 WPM minimum.</b>	A/C Grade 9, \$1,424.00 biweekly
21-408	Purchasing	Buyer I	HS Diploma/GED; 1 year procurement experience required. Public sector preferred. Strong computer skills. Strong verbal & written communication, math, accounting & organizational skills. Working knowledge of Lawson Financial System or OnBase Electronic Content Management System preferred.	A/C Grade 8, \$1,326.40 biweekly
21-059	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 & 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
21-060	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
21-061	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
21-394	Road & Bridge	Parts Clerk	HS Diploma/GED; 1 year job related experience. Good computer skills along with good verbal & written communication, organizational & interpersonal skills. Ability to complete assigned projects in a timely manner. Valid Texas Driver License.	A/C Grade 5, \$1,085.60 biweekly
21-007	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
21-010	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year of job related experience. Valid Texas Driver License; firearms proficiency.	VOLUNTEER – NO SALARY
21-223	Sheriff's Office	Detention Officer – Civilian	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 8/4, \$1,500.00 biweekly
21-261	Sheriff's Office	Telecommunications Officer I	HS Diploma/GED; Must be a US Citizen. 1 year full time work related experience. Good computer skills; written & verbal communication skills. Requires Critical candidate test & data entry / dispatch simulation test score of 3014 KPH or above. Must be eligible for licensing for TCOLE. Must complete Basic Telecommunication TCOLE Licensing within 12 months of employment & NCIC/TCIC Full Access Course (16 hours). All TCO special requirements in addition to mastering all police & EMS radio capabilities. <b>Must be able to work rotating shifts including nights, weekends &amp; holidays.</b>	CS Grade 9, \$1,447.20 biweekly
21-423	Sheriff's Office	Criminal Analyst – Civilian Position	Bachelor's Degree preferred from accredited college or university with favored Degree in Computer Science, Information Systems/Programming related field or Criminal Justice. 3 years of work related experience. Very strong computer, verbal & written communication, organizational & interpersonal skills. Proficient user of the Microsoft Office Suite & Link Analysis Software. Demonstrated knowledge of windows based operating systems. Valid Driver License required. <b>Deadline to apply: Friday, November 5, 2021 at 5:00 pm.</b>	P/M Grade 10, \$1,792.80 biweekly
21-340	Social Services	Clerk – PT	HS Diploma/GED; 1 year job related experience. Good computer skills & proficient in data entry; good verbal & written communication & interpersonal skills. Valid Driver License. Bilingual (Spanish – read & speak) preferred. <b>Up to 29 hours per week.</b>	\$10.00-\$12.00 per hour
21-406	Social Services	Mental Health Program Manager (Grant Funded)	Master's Degree in Social Work, Cognitive Sciences, Counseling, Criminal Justice, Cultural Studies, Education, Human Services, Psychology, Public Administration, Public Health, Public Policy, Public Service, Social Sciences, Sociology, Therapy, Behavioral Health, Mental Health or other relevant field of study. Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC) or Licensed Marriage & Family Therapy Therapist (LFMT). 3 years job related experience. Experience in managing & supervising projects. Excellent computer & communication skills. Bilingual preferred. Grant funded.	P/M Grade 13, \$2,532.00 biweekly
21-407	Social Services	Community Engagement Coordinator (Grant Funded)	Bachelor's Degree; 1 year of community organizing or public relations experience. Strong verbal & written communication skills. Strong public speaking & presentation skills. Ability to work on multiple projects with clear deadlines. Ability to work with a diverse range of groups, including all communities, ethnicities, religions, & cultural and social groups/backgrounds. Strong interpersonal skills & excellent public relation skills. Grant funded.	P/M Grade 10, \$1,792.80 biweekly
21-049	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. <b>Temporary up to 12 weeks.</b>	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.

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