



Fort Bend County Human Resources
Open Positions - Revised 2/17/2017 (2:00 p.m)

301 Jackson St., #243
Richmond, Texas 77469

Table with 5 columns: Job #, DEPARTMENT, JOB TITLE, REQUIREMENTS, GRADE/SALARY. Contains 50 job listings with detailed descriptions and requirements.

17-055	Parks & Recreation	Park Worker I – PT (5 positions)	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; verbal & written communication; organizational & interpersonal skills. Ability to complete assigned projects in a timely manner. Work location: Four Corners Community Center, Kitty Hollow, Gordon Ranch & Kendleton Parks. <i>Up to 29 hours per week, &amp; working weekends.</i>	\$12.00 per hour
17-075	Parks & Recreation	Park Operator II	HS Diploma/GED; 2 years job related experience. Ability to understand & carry out instructions; general working knowledge of & ability to operate required equipment. Good verbal & written communication skills; interpersonal skills. Valid Texas Commercial Driver License.	O/S Grade 5, \$1,156.00 biweekly
17-053	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 and complete assignments within time. Valid Texas Driver License; must obtain a Commercial Driver License within 6 months of employment.	O/S Grade 4, \$1,065.60 biweekly
17-007	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
17-008	Sheriff's Office	Deputy Sheriff	HS Diploma/GED; currently holds or *eligible to hold a Peace Officer license (TCOLE); *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 TX Driver License.	LE Grade 9/4, \$1,706.40 biweekly
17-009	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; *Certi-call candidate test: data-entry/dispatch simulation test score of 3014 KPH or above; good interpersonal skills & ability to deal effectively with others. Auditory acuity (with or without assistive hearing devices) in use of all telecommunications equipment. Must be eligible for licensing by TCOLE. Must successfully complete Basic Telecommunication TCOLE Licensing within 12 months of employment & NCIC/TCIC Full Access Course (16 hours); All TCOI special requirements in addition to mastering all police & EMS radio capabilities. <i>Must be able to work rotating shifts.</i>	CS Grade 9, \$1,404.00 biweekly
17-010	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 Microsoft Word & Excel; working knowledge of database software; bookkeeping & organizational skills. TCIC/NCIC Less than Full Access within first year of employment. <b>TYPE: 35 WPM</b>	A/C Grade 5, \$993.60 biweekly
17-011	Sheriff's Office	Detention Deputy	HS Diploma/GED; Currently holds or eligible* to hold a Peace Officer License awarded by the Texas Commission on Law Enforcement (TCOLE). *At time of application must have passed a Basic Police Academy & passed the TCOLE Licensing Exam. 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. Verbal & written communication & organizational skills; interpersonal skills. Valid Driver License. Must maintain all requirements to be licensed as a peace officer under TCOLE rules. When duty assignment is in Detention Bureau, must obtain & maintain correctional officer certification per TCOLE rules (this is not a prerequisite to assignment, may be completed after assignment starts).	LE Grade 9/4, \$1,706.40 biweekly
17-065	Sheriff's Office	Bonding Clerk	HS Diploma/GED; 1 year job related exper. Strong Microsoft Office (Word, Excel, Access & Outlook) & Quicken skills. Good verbal & written communication & interpersonal skills. Must become a Notary Public. <i>Flexible schedule including overtime, shift work, weekends &amp; holidays is required. TYPE: 35 WPM.</i>	A/C Grade 5, \$993.60 biweekly
17-045	Social Services	Social Services Coordinator	Bachelor's degree in Social Work required; Master's degree in Social Work preferred or related field. 2 years of job related experience in social services or non-profit field. Management training & supervisory experience preferred. Strong computer & typing skills; strong verbal & written communication skills; strong interpersonal skills. Valid Texas Driver License. A member of the Social Workers Association/State of Texas preferred.	P/M Grade 10, \$1,740.00 biweekly
17-071	Social Services	Case Manager Specialist	Bachelor's degree in social work, psychology or related field; 4 years of experience providing service coordination for victims of crime. Good computer skills & proficient in data entry; good verbal & written communication skills. Good interpersonal skills. Bilingual English/Spanish preferred, but not required.	A/C Grade 9, \$1,303.20 biweekly

External applicants, please apply online at [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)

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

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 that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin, or any other reason protected by law.