



Fort Bend County Jobs

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Fort Bend County Human Resources
Open Positions – Revised 1/19/18 (3:45 pm)

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
18-026	Administrative Court Services – Indigent Defense	Indigent Defense Clerk – PT	HS Diploma/GED; Some job related experience preferred. Good computer & typing skills; Good verbal & written communication skills; MUST BE FLEXIBLE WITH MAGISTRATE HOURS. Good interpersonal & organizational skills & ability to deal effectively with the public, other employees & elected officials; ability to complete assigned projects. REQUIRED TO WORK EVERY WEEKEND & HOLIDAY. Up to 29 hours per week.	\$12.00 per hour
17-311	Clinical Health Services – Rosenberg Annex	Licensed Vocational Nurse – TB Program PT – PRN – AS NEEDED	HS Diploma/GED; Licensed Vocational Nurse (LVN). 2-3 years job related experience as a Licensed Vocational Nurse. Reliable clinical judgement & ability to work independently; good verbal & written communication; interpersonal skills; ability to complete assignments in a timely manner. Valid Texas Driver License & reliable transportation; involves working 1-2 Saturdays a month for 4 hours. May be required to work after hours due to community needs. This is a Part Time position, PRN – AS NEEDED, up to 29 hours per week. There will not be Medical, Dental or Vision Insurance benefits offered.	\$20.00 per hour
17-325	Clinical Health Services	Registered Nurse – Immunization Program Manager	Associate's degree in Nursing & State Certified Registered Nurse. Bachelor's degree in Nursing preferred. 5 years experience in public or community health nursing. Experience with immunizations is a MUST. Good verbal & written communication, supervisory, & organizational skills. Must provide own transportation & proof of insurance. First Aid/CPR certification, Defensive Driving, & HIV Counseling training must be completed within 1 year of hire date. May be required to work weekends & holidays.	PH Grade 12, \$2,287.20 biweekly
17-326	Clinical Health Services	Registered Nurse – Clinic Supervisor – Missouri City Location	Associate's degree in Nursing & State Certified Registered Nurse. Bachelor's degree in Nursing preferred. 5 years experience in public or community health nursing. Must have verified experience with immunizations. Good verbal & written communication, supervisory, & organizational skills. Must provide own transportation & proof of insurance. First Aid/CPR certification, Defensive Driving, & HIV Counseling training must be completed within 1 year of hire date. May be required to work weekends & holidays.	PH Grade 12, \$2,287.20 biweekly
17-217	Community Development	Project Coordinator	HS Diploma/GED with some college. College degree preferred. 5 years job experience in project & program coordination for a government agency. Engineering experience preferred. Construction background or understanding of construction terminology preferred. Strong computer skills, verbal & written communication & organizational skills; interpersonal skills. Ability to complete assigned projects in a timely manner. Working knowledge of CDBG, HOME ADDI & ESG Programs. Knowledge of Davis-Bacon Related Acts & Environmental Review Procedures.	P/M Grade 10, \$1,757.60 biweekly
18-017	Community Supervision & Corrections	Community Services Restitution Facilitator-PT	HS Diploma/GED; 2 years exp., Supervisory skills. Prefer construction, building maintenance and/or lawn maintenance skills. Valid TX Driver's License. Work weekends/weekdays.	\$13.64 per hour
18-018	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. TYPE: 35 WPM.	A/C Grade 6, \$1,104.00 biweekly
18-006	Constable-PCT 3	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-012	Constable-PCT 4	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE. 3 years full-time law enforcement exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-011	Constable-PCT 2	Reserve Non-Paid Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	VOLUNTEER
17-236	Constable-PCT 2	Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	LE Grade 9, \$1,756.80 biweekly
18-015	Constable-PCT 4	Deputy Constable Contract	HS Diploma/GED; Basic TCOLE. 1 year job exp. OR 2 years of college (60 hours). Valid TX Driver License; firearms proficiency.	LE Grade 9, \$1,756.80 biweekly
17-327	County Clerk	Information Process Specialist II	HS Diploma/GED; 1 year job related customer service or clerical experience. Strong computer, typing & data entry skills required. Good written & verbal communication & organizational skills. Strong interpersonal skills including diplomacy & problem solving. Valid TX Driver License. Overtime may be required.	A/C Grade 7/2, \$1,208.00 biweekly
17-295	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; good verbal & written communication skills; good interpersonal skills; ability to learn & comprehend established office routines & policies inclusive of financial-mathematical tasks.	A/C Grade 7, \$1,180.00 biweekly
17-336	District Attorney	Administrative Secretary – Felony Division	HS Diploma/GED; 3 years job related experience. Strong computer & typing skills; Ability to interact effectively with other employees & the public; Strong verbal skills. Must have knowledge of Microsoft Office/Word. TYPE: 40 WPM.	A/C Grade 7, \$1,180.00 biweekly
18-004	District Attorney	Clerk – PT (2 positions)	HS Diploma/GED; 1 year job related experience. Good computer & typing skills; verbal & written skills. Ability to deal effectively with the public, other employees & elected officials. Part Time, less than 30 hours per week. TYPE: 35 WPM.	\$10.00 per hour
17-308	District Clerk	Clerk III (2 positions)	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 be flexible with regard to work assignments & location; proof of liability insurance may be required; overtime may be required. Must make frequent court attendance & have no visible tattoos. TYPE: 40 WPM.	A/C Grade 7, \$1,180.00 biweekly
18-019	Drainage District	Equipment Operator	HS Diploma/GED; 1 year job related experience. Good driving skills, good verbal & written communication skills; good interpersonal skills; general working knowledge of & ability to operate required equipment Valid Texas Commercial Driver License. (or obtain within 89 days of employment). Herbicide & Insecticide Certification (or obtain within 89 days of employment)	O/S Grade 5, \$1,167.20 biweekly
18-020	Drainage District	Mechanic	HS Diploma/GED; 2 years experience as Mechanic or Mechanic Helper. Good interpersonal skills; ability to complete assignments accurately & in a timely manner. Knowledge of automotive maintenance & repair. Valid TX Commercial Driver License with Hazardous Material Endorsement or must be obtained within 90 days of employment. Mechanic certification may be required.	O/S Grade 7, \$1,383.20 biweekly
18-021	Drainage District	Bridge Crew	HS Diploma/GED; 1 year job related experience. Good verbal & written communication skills; good interpersonal skills. Requires understanding to carry out detailed instructions, complete printed forms & make notes. Must have the ability to swim & work at heights up to 25 ft. Valid TX Commercial Driver License.	O/S Grade 5, \$1,167.20 biweekly
18-022	Drainage District	Heavy Equipment Operator PT	HS Diploma/GED; 2 years job related experience as an Equipment Operator. Good driving skills, good verbal & written communication skills; ability to understand & carry out instructions & complete assignments; thorough knowledge of & ability to operate required heavy equipment; knowledge of road design and/or drainage channel design construction & maintenance. Must have a Valid Texas Commercial Driver License. This job is funded for a Special Project & end date is not known at this time. Up to 40 hours per week.	\$18.00 per hour
17-247	Emergency Medical Service	Paramedic I	HS Diploma/GED; Certified Paramedic. 6 months full time employment as a Paramedic. Strong verbal & written communication and organizational skills; interpersonal skills; ability to complete projects. Applicants must pass the FBC Emergency Medical Services entrance written & skills examination. Subject to emergency call-in. Valid Driver License.	EMS Grade P-1, \$2,110.28 biweekly
17-248	Emergency Medical Service	Paramedic Apprentice	HS Diploma/GED; State of Texas Certified / Licensed Paramedic is required. No previous experience required. Strong verbal & written communication & organizational skills; Interpersonal skills; Ability to complete projects. Valid Texas Driver License.	EMS Grade P-A, \$1,948.35 biweekly
17-261	Emergency Medical Service	Paramedic – PT	HS Diploma/GED; Certified or Licensed Texas Paramedic. Current employment as a Paramedic in a 9-1-1 EMS service with a comparable call volume to FBCEMS; or employment in a hospital setting (e.g. critical care or emergency room technician). Strong verbal & written communication and organizational skills; interpersonal skills; ability to complete projects. Applicants must pass the FBCEMS entrance written & skills examination; Must work or be scheduled (as available) for a minimum of 24 hours per month; maintain a State of Texas valid Driver License. Up to 28 hours per week.	\$15.00 per hour
17-219	Environmental Health	Sanitarian	Bachelor's degree with 30 hours in basic or natural Science from an accredited school. Registered Professional Sanitarian with 1 year related job experience as a Sanitarian or Sanitarian in Training. Basic knowledge of Consumer & Public Health through education & experience. Strong verbal & written communication; strong organizational & interpersonal skills. Valid Texas Driver License. May be required to work evenings & weekends; on call to respond to emergencies 24 hours a day.	PH Grade 10, \$1,691.20 biweekly
17-080	Facilities Interdepartmental Construction	Carpenter (2 positions)	HS Diploma/GED; Trade School Certificate. 3 years job related experience. (6 years documented carpentry experience in addition to 3 years required exper may substitute for Trade School Certificate). Basic structural design knowledge, including layout, form building, rough framing, & inside and outside finishing. Must have ability to work from blueprints or create own building plan when needed. Strong math & geometry skills necessary for carpentry calculations; ability to figure cost & projected completion date. Valid TX Driver License, CDL preferred. Position is funded for a Special Project & end date is unknown at this time.	O/S Grade 7, \$1,383.20 biweekly
17-068	Facilities Mgmt. & Planning	Temporary Custodian	Less than HS Diploma/GED; 6 months of job related experience. Valid Texas Driver License. Duration: 3 months.	\$8.00 per hour
17-268	Facilities Mgmt. & Planning	Building Maintenance Worker III	HS Diploma/GED; 3 years job related experience. Good verbal & written communication skills; good interpersonal skills. Basic working knowledge of plumbing & carpentry; specific knowledge of commercial electrical & HVAC systems. License preferred.	O/S Grade 7, \$1,383.20 biweekly
17-081	Fire Marshal	Investigator / Inspector	HS Diploma/GED; 1 year job related experience. Strong computer skills; verbal & written communication; strong interpersonal skills. Good organizational skills, ability to complete assigned tasks within tight deadline. TCOLE Basic Peace Officer, TCFP Basic Arson Investigator, TCFP Basic Fire Inspector.	LE Grade 10, \$1,856.80 biweekly
17-288	Information Technology	Senior Programmer / Analyst (2 positions)	Bachelor's degree in computer science, information systems or related field preferred. (4 additional years of relevant professional experience may be substituted for the Bachelor's degree). 5 years relevant programming experience, including 1 year management, supervisory or team lead experience. Experience in computer programming & systems design. Thorough knowledge of Microsoft .Net, SQL Server, & integration methodologies. Experience with mobile application development a plus. Proficient skill in understanding & translating highly complex concepts; ability to design, debug & maintain complex code, modules or applications. Ability to complete work within specified project time schedules. Excellent interpersonal & communication skills.	P/M Grade 13, \$2,482.40 biweekly
17-337	Justice of the Peace, PCT. 1 – Place 2	Case Manager	HS Diploma/GED; 2 years job related experience within a legal system. Experience in Just of the Peace Court preferred. Good computer & typing skills, excellent research, organizational, interpersonal & written skills. This is a high-volume Court, applicants must be detail-oriented; able to prioritize own work; possess the ability to proficiently multi-task; complete assignments within tight deadlines & under high-pressure circumstances. Must have ability to interact with the public, employees, & elected officials. TYPE: 35 WPM.	A/C Grade 8, \$1,263.20 biweekly
17-105	Juvenile Probation	Intern – PT	Interns must have completed requirements for a Master's Degree in Psychology (or related field) & passed the Texas State Board of Examiners exam. Must have LPC-Intern licensure. Must be able to work at least 2 nights per week. Up to 29 hours per week.	\$18.00 per hour
17-264	Juvenile Probation	Juvenile Detention Officer – MALE	HS Diploma/GED; Must be 21 years of age or older. 1 year job related experience; (residential supervision preferred). Good computer skills; strong organizational, verbal & written communication skills; strong interpersonal skills. Eligible to be a Certified Detention Officer, Valid Texas Driver License; CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. Availability for shift work & weekends. Male applicants only.	CS Grade 7, \$1,228.80 biweekly
17-266	Juvenile Probation	Juvenile Detention Officer – PT – FEMALE	HS Diploma/GED; Must be 21 years of age or older. 1 year job related experience; (residential supervision preferred). Good computer skills, strong organizational, verbal & written communication skills; strong interpersonal skills. Valid Texas Driver License, Certified Detention Officer, CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. Availability for shift work & weekends. Part Time, up to 28 hours per week. Female applicants only.	\$13.15 per hour

17-233	George Memorial Library Administration	Network Specialist	Associate's degree in Network Administration and/or CCNA Certification with an emphasis in security, active directory, & group policies. 1 year job related experience. Strong technical background in networking, telecommunications & security. Strong computer skills with knowledge of several platforms; strong verbal & written communication; interpersonal skills. Must stay informed of technological advances; ability to complete assigned tasks within tight deadlines.	A/C Grade 10, \$1,455.20 biweekly
17-249	Cinco Ranch	Library Clerk – PT	Must be 16 years of age or older. HS Diploma/GED preferred. Strong computer skills; keyboard & typing skills; good communication skills & ability to interact easily with staff & the public. Ability to understand & carry out instructions. <i>Position requires evening & weekend hours. 24 hours per week.</i>	\$9.50 per hour
17-251 17-255 17-318	First Colony (Youth) Sienna (Youth) George Mem. (Youth)	Library Assistant – PT	Requires HS Diploma/GED & 2 years of college; relevant work experience preferred; typing & keyboarding skills; computer skills involving use of the Internet & database searching; good communication skills & ability to interact easily with staff & public; ability to bend, stoop, reach, lift library materials up to 25 lbs. <i>Position requires evening & weekend hours. 24 hours per week.</i>	\$10.50 per hour
18-024	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, & working weekends.</i>	\$12.00 per hour
18-025	Parks & Recreation – Fairgrounds	Maintenance Worker	HS Diploma/GED; 6 months job related experience. Basic skills in operation of lawn & building care equipment; good interpersonal skills. Requires understanding to carry out detailed verbal & written instructions; complete printed forms & make notes; perform routine mathematical calculations. Valid TX Driver License. <i>Required to work 40 hours per week with hours other than 8-5 & flexible days off; must be able to adjust to changing schedules.</i>	O/S Grade 5, \$1,167.20 biweekly
18-027	Parks & Recreation – Jones Creek Ranch Park	Park Worker I – PT	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; verbal & written communication; organizational skills; interpersonal skills; ability to complete assigned projects in a timely manner. <i>Up to 29 hours per week including weekends.</i>	\$10.00 per hour
18-001	Public Defender	Social Worker	Master's degree in Social Work. 2 years social work experience counseling individuals in crisis/trauma situations. Strong computer, management, supervisory & organizational skills; Interpersonal skills. Good written & verbal communication skills; ability to complete assignments within tight deadlines & under high-pressure circumstances; Knowledge of policies, practices, procedures & terminology of assigned functions. Skilled in counseling & providing crisis & other assistance to clients; Assessing the medical, psychosocial & environmental status of clients. Licensed Master Social Worker (LMSW) and/or Licensed Professional Counselor (LPC) and/or eligible to be licensed (LMSW or LPC) within first month of employment.	P/M Grade 10, \$1,757.60 biweekly
18-013	Public Defender – Mental Health Division	Caseworker (2 positions)	HS Diploma/GED; Bachelor's degree with major coursework in Social Work or related field preferred. 2 years experience in social services related work. Strong computer, management, supervisory & organizational skills; interpersonal skills; Good written & verbal communication skills. Skilled in counseling & providing crisis & other assistance to clients; assessing medical, psychosocial & environmental status of clients. Valid Driver License. Bilingual preferred.	A/C Grade 8, \$1,263.20 biweekly
17-231	Public Transportation	Intelligent Transportation Systems Manager	Bachelor's degree in Computer Science or related field. 6 years job related experience. Proven proficiency with both oral & written communication skills. Strong leadership, problem solving & management skills. Organizational skills & ability to complete multiple tasks a must. Strong interpersonal skills.	P/M Grade 11, \$1,860.80 biweekly
17-275	Public Transportation	Operations Supervisor	HS Diploma/GED. Bachelor's or Associate's degree in related field along with 2 years of transportation related experience preferred. 3 years job related experience. Proven proficiency with both oral & written communication skills. Strong math and/or accounting and management skills. Organizational skills & the ability to complete multiple tasks a must. Strong interpersonal skills & ability to deal effectively with the public, other employees & elected officials.	P/M Grade 10, \$1,757.60 biweekly
17-276	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, or 7 years additional Transit Operations experience may substitute for the degree requirement. 7 years job related experience. Direct Transportation Operations & Management experience or education. Proven proficiency with both oral & written communication skills. Strong math or accounting & management skills. Organizational skills & the ability to complete multiple tasks a must. Strong interpersonal skills & ability to deal effectively with the public, other employees & elected officials.	P/M Grade 14, \$2,843.20 biweekly
18-007	Purchasing	Administrative Assistant	HS Diploma/GED; 5 years job related experience. Strong Microsoft Word & Excel skills & typing skills. Ability to interact & deal effectively with other employees, the public & public officials. Strong organizational skills; good verbal & writing communication skills; Ability to multi-task. TYPE: 35 WPM.	A/C Grade 10, \$1,455.20 biweekly
18-023	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 and complete assignments within time. Valid Texas Driver License; must obtain a Commercial Driver License within 6 months of employment.	O/S Grade 4, \$1,076.00 biweekly
18-008	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
18-009	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, \$1,756.80 biweekly
18-010	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 skills; interpersonal skills; ability to complete assigned projects in a timely manner. 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. <i>Male applicants only.</i>	CS Grade 7, \$1,228.80 biweekly
18-002	Sheriff's Office	Bonding Clerk	HS Diploma/GED; 1 year job related experience. Strong Microsoft Office (Word, Excel, Access & Outlook), Quicken & typing skills. Good verbal & written communication skills; Strong interpersonal skills. Must become a Notary Public of Texas. <i>Flexible schedule including overtime, shift work, weekends and/or holidays is required. TYPE: 35 WPM.</i>	A/C Grade 5, \$1,033.60 biweekly
18-005	Vehicle Maintenance	Electronic Equipment Upfitter	HS Diploma/GED; 2 years technical school and/or specialized training in electronics & welding. 5 years job related experience. Strong knowledge of automotive diagnosis & repair.	O/S Grade 8, \$1,507.20 biweekly

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