



Fort Bend County Jobs

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Fort Bend County Human Resources
Open Positions – Revised 7/25/17 (11:00 a.m)

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
17-027	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
17-005	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
17-025	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
17-024	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
17-183	Constable-PCT 3	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, \$1,706.40 biweekly
17-188	Constable-PCT 4	Deputy Constable Contract New Territory	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, \$1,706.40 biweekly
17-148	County Attorney	Civil Attorney - Litigation	Doctor of Jurisprudence; Licensed by the Texas Bar; Certified in the Federal District Court, Southern District of Texas & Fifth Circuit Court of Appeals. 4 years job related experience required. Strong verbal & written communication; organizational & interpersonal skills. Prior government experience desirable.	P/M Grade 15, \$3,210.40 biweekly
17-194	County Clerk	Legal 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. <i>Overnight may be required.</i>	A/C Grade 7, \$1,160.80 biweekly
17-174	District Clerk	Clerk III (4 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. Good interpersonal & self-starter 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, \$1,134.40 biweekly
17-046	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, \$1,156.00 biweekly
17-108	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, \$1,369.60 biweekly
17-179	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, \$1,156.00 biweekly
17-152	Emergency Medical Service	Lieutenant – Clinical	HS Diploma/GED; National Registry Paramedic and/or Texas Paramedic Certification/License, and/or an Associate's or higher in related field. Valid Driver License. Texas Emergency Medical Services Instructor Certification preferred. Instructor credentials in CPR, ACLS, PALS, BTLSP/HTLS, and/or PEPP. Possesses NIMS certifications: 100, 200, 700 & 800. 3 years as a Paramedic within a 911 service; at least 2 years as an instructor. Dynamic understanding of human anatomy & physiology. Knowledge of Pharmacology utilized in a pre-hospital setting & general industry standard of pre-hospital patient care, education in the adult learning environment & dynamic teaching methods. Strong computer skills; working knowledge of Microsoft Word, Excel & PowerPoint. Strong written & verbal communication skills & excellent organizational skills. Capable of working on multiple projects simultaneously, independently & collaboratively.	PH Grade 11, \$1,902.40 biweekly
17-198	Engineering	Temporary	At least 1 year of course work involving ESRI's ArcGIS. Good academic standing at current or most recent college or university attended. No experience necessary. Proficient in ArcGIS, MS Word, Excel, & Outlook. Strong attention to detail; meets deadlines; effective verbal & written communication; ability to work well with a team of professionals. <i>Temporary (1 semester), 20 hours per week.</i>	\$9.00-\$11.00 per hour
17-153	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; organizational & interpersonal skills. Valid Texas Driver License. <i>May be required to work evenings, weekends, & respond to emergencies; on-call 24 hrs/day.</i>	PH Grade 10, \$1,626.40 biweekly
17-197	Environmental Health	Environmental Investigator	HS Diploma/GED; 2 years of job related experience or 2 years of investigative experience. Computer & typing skills; good verbal & written communication skills. Excellent interpersonal skills; management, supervisory & organizational skills. Intermediate TCOLE Certification (or Basic TCOLE Certification with 2 years of job related or investigative experience). Knowledge of Health & Safety Codes & Texas Environmental Laws. Works weekends or flex time to conduct special assignments or surveillance & is on-call status. Bi-lingual preferred. <i>Must not be employed by any other law enforcement related extra job.</i>	LE Grade 10, \$1,802.40 biweekly
17-068	Facilities Mgmt. & Planning	Temporary Custodian	Less than HS Diploma/GED; 6 months of job related experience. Valid Texas Driver License. <i>Duration: 3 months.</i>	\$8.00 per hour
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. <i>Position is funded for a Special Project & end date is unknown at this time.</i>	O/S Grade 7, \$1,369.60 biweekly
17-156	Facilities Jail Maintenance	Jail Building Maintenance Worker III	HS Diploma/GED; Technical School training or higher education in related field preferred; Must be a US Citizen; 18 years of age or older. 3 years job related experience. Functional computer skills; ability to use a variety of tools & equipment such as power construction equipment, measuring devices, power tools & testing equipment. Ability to read, draw, & interpret electrical, pneumatic, mechanical, & HVAC schematics & one line diagrams. Good verbal & written communication & interpersonal skills. Basic working knowledge of plumbing, HVAC, carpentry & electrical trades; commercial electrical & HVAC systems.	O/S Grade 7, \$1,369.60 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, \$1,802.40 biweekly
17-109	Health & Human Services	Emergency Planning Coordinator (Grant Funded)	Bachelor's degree in related field such as public health care, public health or community emergency planning. 2 years job related experience. Excellent computer, verbal & written communication, project management, organizational skills & public presentations; interpersonal skills & ability to work effectively with the public, other employees, & elected officials. Valid Texas Driver License.	PH Grade 11, \$1,902.40
17-193	Jones Creek Ranch Park	Maintenance Worker	HS Diploma/GED; 6 months job related experience. Basic skills in operation of lawn & building care equipment; good interpersonal skills; ability to deal effectively with other employees & the public. Requires understanding to carry out instructions; complete printed forms; perform mathematical calculations.	O/S Grade 5, \$1,156.00 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. <i>Up to 29 hours per week.</i>	\$18.00 per hour
17-175	Juvenile Probation	Youth Specialist – Male	HS Diploma/GED. Must be 21 years of age or older. 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 communications skills. CPR-First Aid Certification, Valid Texas Driver License. Eligible to be certified as a Juvenile Supervision Officer. <i>Male applicants only.</i>	CS Grade 7, \$1,216.80 biweekly
17-189	Juvenile Probation	Receptionist – PT	HS Diploma/GED; Minimum 21 years of age. 2 years job related experience. General secretarial principles/procedures. Good computer skills & must be able to type. Strong interpersonal skills; good written communication; ability to organize & prioritize own work. Valid Texas Driver License. Bi-lingual preferred. <i>Available Monday – Thursday 1:00-6:30 pm, Friday 12:00-5:00 pm, up to 28 hours per week.</i>	\$12.60 per hour
17-195	Juvenile Probation	Intensive Supervision Probation – Specialized Juvenile Probation Officer	Bachelor's degree in Criminal Justice or other state approved related field. Knowledge of adult justice system & criminal justice system preferred. 2 years experience in the field of juvenile justice. Use of electronic monitoring system & computer software preferred. Proficient in Microsoft Office Software. Good verbal & written skills; Excellent communication & interpersonal skills. Minimum 21 years of age; Eligible to be a Certified Juvenile Probation Officer. <i>On-call 24 hours a day & subject to irregular work hours.</i>	P/M Grade 11, \$1,842.40 biweekly
17-173	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 with 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. Strong verbal & written communication skills; interpersonal skills.	A/C Grade 8, \$1,214.40 biweekly
17-184	Law Library – Justice Center	Librarian I – Assistant Law Librarian	Master's degree in Library Science from an ALA accredited school preferred. Knowledge of current library practices & technologies. Candidates without a MLS or MLIS degree from an ALA accredited school must have worked 3 or more years in a public or private law library setting, or have a Master's of Legal Studies, Doctor of Jurisprudence, or equivalent & 1 year or more in a public or private law library setting. Must demonstrate strong customer service orientation, computer skills & good verbal & written communication. Must possess strong supervisory & organizational skills, interpersonal skills; ability to complete assigned tasks in a timely manner. <i>Evening & weekend work required.</i>	A/C Grade 10, \$1,399.20 biweekly
17-196	George Memorial Library – Administration	Librarian III – Staff Trainer	Master's Degree in Library Science from an American Library Association accredited school with knowledge of current library practices & technologies. 3 years job related experience post MLS in a public library with 1 year supervisory responsibility. Must be able to demonstrate end-user proficiency on computers; automated library systems, databases, Internet searching & other electronic resources. Excellent verbal & written communication skills, supervisory & organizational skills; interpersonal skills. Ability to complete assigned projects in a timely manner. <i>Requires evening & weekend work.</i>	P/M Grade 12, \$2,132.80 biweekly
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, & working weekends.</i>	\$12.00 per hour
17-141	Public Transportation	Data & Software Specialist	HS Diploma/GED; Bachelor's degree in Computer Science and/or related field preferred or 4 years equivalent experience. 3 years job related experience. Transit related experience preferred. Strong computer skills; strong verbal & written communication, math and/or accounting; strong in Microsoft software applications. Strong leadership, problem solving & project management skills. Strong interpersonal skills. Bilingual preferred.	A/C Grade 10, \$1,399.20 biweekly
17-165	Public Transportation	Records Clerk – PT	HS Diploma/GED; Associate's degree or equivalent combination of education, training, & experience. At least 3 years of administrative experience that includes at least 1 year in records management. Ability to work independently with minimal supervision especially with regard to the management of the archives. Excellent planning & organizational skills & great attention to detail. Working knowledge of word processing software; good verbal & written communication skills; strong interpersonal skills. <i>Certified in Records Management (CRM) preferred. Up to 28 hours per week for approximately 6-8 months.</i>	\$15.00-\$18.00 per hour
17-199	Public Transportation	Grants & Budget Manager	Bachelor's degree in Finance, Accounting, Business or related field. 2 years job related experience. (HS Diploma/GED & 4 years relevant professional experience in addition to 2 years required experience may be substituted for degree). Strong 10-key by touch skills; proven proficiency with both oral & written communication skills. Strong math and/or accounting & management skills. Organizational skills & ability to complete multiple tasks; strong interpersonal skills.	P/M Grade 11, \$1,842.40 biweekly
17-053	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, \$1,065.60 biweekly

17-191	Road & Bridge	Parts Distributor	HS Diploma/GED; 1 year job related experience. 6 months experience working with parts & supplies preferred. Computer skills; good verbal & written communication & organizational skills; interpersonal skills; ability to complete assigned projects in a timely manner. Good driving record.	O/S Grade 5, \$1,156.00 biweekly VOLUNTEER
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.	
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
17-185	Sheriff's Office	Communications System Specialist (Job Code #J10043)	HS Diploma/GED; 1 year technical school or specialized training in electronics & telecommunications. 2 years job related experience. Strong computer & typing skills, working knowledge of spreadsheet, word processing, database; verbal & written communication skills; strong interpersonal skills; management, organizational & supervisory skills; ability to complete assigned tasks within tight deadlines; ability to prioritize own & others' work. TYPE: 40 WPM. SPECIAL REQUIREMENTS: Basic TCOLE Peace Officer License; Basic TCOLE Telecommunications Operator License (or may be obtained within 1 year of hire). Knowledge of TLETS; 911 operations; working knowledge of DOS, Windows, PC Hardware & RS 600-AIX computer devices.	P/M Grade 10, \$1,740.00 biweekly
17-192	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; "Critic-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. Must be able to work rotating shifts.	CS Grade 9, \$1,404.00 biweekly

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