



# Fort Bend County Jobs

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Fort Bend County Human Resources  
Open Positions – Revised 5/26/17 (2:00 p.m)

301 Jackson, Suite 243  
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
17-138	Animal Services	Animal Technician	HS Diploma/GED; No previous experience required; kennel experience preferred. Strong verbal & written communication, organizational & interpersonal skills. Valid Texas Driver License & current auto insurance required. Basic Animal Control Certification may be acquired after employment. <i>Required to work rotating weekends &amp; holidays.</i>	PH Grade 4, \$938.40 biweekly
17-131	Behavioral Health Services	Case Manager Specialist	Bachelor's degree in social work, psychology or related field; 2 years of experience providing case management to persons with mental illness and/or disabilities with complex needs. Experience working with both criminal justice and behavioral health preferred. 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
17-157	Clinical Health	RN – 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 vehicle insurance. First Aid/CPR certification, Defensive Driving, & HIV Counseling training must be completed within 1 year of hire date. <i>May be required to work weekends &amp; holidays.</i>	PH Grade 12, \$2,199.20 biweekly
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
17-160	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. <b>TYPE: 35 WPM.</b>	A/C Grade 6, \$1,061.60 biweekly
17-005	Constable-PCT 3	Volunteer Reserve Deputy Constable	HS Diploma/GED; Basic TCOLE. 1 year 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
17-003	Constable-PCT 1	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
17-024	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
17-123	Constable-PCT 4	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
17-056	County Auditor	Accountant	Bachelor's degree in Accounting or related field, CPA preferred. 5 years job related experience, 3 years accounting/finance experience preferred. Knowledge of accounting & other finance-related areas. Strong verbal & written communication skills & organizational skills.	P/M Grade 11, \$1,842.40 biweekly
17-139	County Auditor	Internal Auditor	Bachelor's degree in Accounting or related field. 2 years job related experience. Knowledge of accounting & other finance-related areas. Strong verbal & written communication skills; organizational skills. Ability to deal with people effectively & professionally. Self-motivated to follow through on assigned projects.	P/M Grade 11, \$1,842.40 biweekly
17-098	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. <b>28 hours per week.</b>	\$10.00 per hour
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
17-047	Drainage District	Bridge Crew	HS Diploma/GED; 1 year job related experience. Good verbal & written communication skills; good interpersonal skills; Must be able to swim & work at heights up to 25 feet. Good driving skills. Valid Texas Commercial Driver's License (or must be able to obtain within 90 days of employment).	O/S Grade 5, \$1,156.00 biweekly
17-048	Drainage District	Engineer I	Bachelor's degree in Civil Engineering or related field. 2 years of experience in civil engineering or related field with general experience in HEC-HMS & HEC-RAS modeling programs. Extensive background in hydrology & hydraulics. Certified Foodplain Manager certification. Registered Professional Engineer preferred.	P/M Grade 12, \$2,132.80 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
17-129	Drainage District	Temporary Laborer – Summer Help	HS Diploma/GED; Previous construction experience preferred. Texas Commercial Driver License preferred but not required. Must be 18 years of age or older. <i>Temporary position – summer only.</i>	\$10.15 per hour
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, BTLs/PHTLS, 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
17-161	Engineering	Labor – PT – Landfill	HS Diploma/GED; Ability to understand & carry out instructions. General working knowledge of computers & ability to operate required equipment. Duties require daily sitting, climbing, use of hands/fingers to grasp & handle up to 100 lbs. <i>This position requires moderate exposure or adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, and/or toxic/poisonous agents. Maximum 28 hours per week as needed.</i>	\$10.00-\$12.00 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, &amp; respond to emergencies; on-call 24 hrs/day.</i>	PH Grade 10, \$1,626.40 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 exper. in addition to 3 years relevant 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 &amp; 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
17-137	Fire Marshal	Temporary Clerk	HS Diploma/GED; 1 year job related experience; good computer skills; verbal & written communication skills. Ability to deal effectively with the public, other employees & elected officials. <i>Temporary position, up to 40 hours per week, for 14-16 weeks. TYPE: 35 WPM.</i>	\$10.00 per hour
17-158	Health & Human Services – The Pinnacle Center	Clerk - PT	HS Diploma/GED; 3 years job related experience. Good computer & typing skills; good verbal & written communication skills; good interpersonal skills & ability to deal effectively with the public, other employees & elected officials. Microsoft Access software knowledge a plus. Work location: The Pinnacle Senior Center. <i>Part-Time, 18 or more hours per week.</i>	\$12.00 per hour
17-151	Information Technology	Technical Support Specialist	Bachelor's degree in Computer Science or similar science or engineering discipline (or HS Diploma with 3 years relevant technical experience). 1 year relevant technical experience. A+ or N+ Certifications. Working knowledge of Active Directory, DNS, DHCP, Ethernet, TCP/IP, network cabling, wireless, & remote access methodologies. Proficient with Microsoft Windows operating systems & Mobile IOS. Highly organized with exceptional attention to detail. Strong problem solving skills. Excellent customer service skills. Ability to obtain & maintain appropriate security clearances. Must possess a valid driver license.	P/M Grade 11, \$1,842.40 biweekly
17-164	Justice of the Peace, PCT 4	Clerk III	HS Diploma/GED; 1 year of job related experience in customer service or clerical. Good computer & typing skills. Excellent research, organizational, interpersonal & written skills. Must have ability to interact with the public, employees, & elected officials. Bilingual preferred. <b>TYPE: 35 WPM.</b>	A/C Grade 7, \$1,134.40 biweekly
17-087	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; 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 (CPI) Certification. Availability for shift work & weekends. <i>Male applicants only.</i>	CS Grade 7, \$1,216.80 biweekly
17-096	Juvenile Probation	Juvenile Detention Officer <b>FEMALE</b>	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 (CPI) Certification. Availability for shift work & weekends. <i>Female applicants only.</i>	CS Grade 7, \$1,216.80 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
17-144	Juvenile Probation	Registered Nurse	Bachelor of Science in Nursing or Associate degree in Nursing. 3 years job related experience. Strong verbal & written communication, organizational, interpersonal skills. Ability to complete projects assigned. Certification as a Registered Nurse.	PH Grade 11, \$1,902.40 biweekly
17-150	Juvenile Probation	Drug & Alcohol Counselor	Associate's degree in Psychology or related field. Licensed as a LCCDC/CADAC in Texas. 3 years drug & alcohol counseling, with at least 1 year of experience counseling Juveniles. Good computer, management, supervisory, & organizational skills. Excellent interpersonal skills. Good accounting & bookkeeping skills. Strong verbal & written communication skills. <i>On-call 24 hours a day, 7 days a week &amp; subject to irregular work hours.</i>	P/M Grade 10, \$1,740.00 biweekly
17-114	Missouri City Library	Library Assistant-PT-Adult	HS Diploma/GED; 2 years of college; relevant work experience preferred; typing & keyboarding skills; computer skills involving use of the Internet and database searching; good communication skills; ability to bend, stoop, reach, lift library materials up to 25 lbs. Position requires evening/weekend hours. <i>24 hours per week.</i>	\$10.25 per hour
17-130	University Library	Library Assistant-PT-Youth	HS Diploma/GED; 2 years of college; relevant work experience preferred; typing & keyboarding skills; computer skills involving use of the Internet and database searching; good communication skills; ability to bend, stoop, reach, lift library materials up to 25 lbs. Position requires evening/weekend hours. <i>24 hours per week.</i>	\$10.25 per hour
17-132	George Memorial Lib.	Librarian I – Adult Services	Master's degree in Library Science from an American Library Association accredited school. Knowledge of current library practices & technologies. No previous experience required. Computer skills, good verbal & written communication; organizational & interpersonal skills. <i>Night &amp; weekend work required.</i>	A/C Grade 10, \$1,399.20 biweekly
17-110	Missouri City Library	Librarian I – Youth Services	Master's degree in Library Science from an American Library Association accredited school. Knowledge of current library practices & technologies. No previous experience required. Computer skills, good verbal & written communication skills; organizational skills & interpersonal skills. Ability to complete assigned projects in a timely manner. <i>Night &amp; weekend work required.</i>	A/C Grade 10, \$1,399.20 biweekly

17-162	Missouri City Library	Temporary Library Paraprofessional – Youth Services	Bachelor's degree in related field; 1 year job related experience. Computer skills: good verbal & written communication, organizational skills; interpersonal skills & ability to deal effectively with the public, other employees, & elected officials. Ability to complete assigned projects in a timely manner. <i>Requires evening &amp; weekend work. Temporary for Summer; Duration: Approximately June 19, 2017 through July 31, 2017.</i>	A/C Grade 8, \$1,214.40 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, &amp; working weekends.</i>	\$12.00 per hour
17-135	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; good organizational & interpersonal skills; ability to complete assigned projects in a timely manner. <i>Up to 29 hours per week and working weekends.</i>	\$10.00 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
17-163	Purchasing	Buyer I	HS Diploma/GED; 1 year job related experience. Strong computer skills; strong verbal & written communication, math, accounting skills; organizational skills; strong interpersonal skills. Ability to complete tasks in a timely manner. Working knowledge of Lawson Financial System preferred.	A/C Grade 8, \$1,214.40 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
17-007	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

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

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