



# Fort Bend County Jobs

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Fort Bend County Human Resources  
Open Positions – Revised 9/22/17 (4:50 p.m)

301 Jackson, Suite 243  
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
17-243	Clinical Health Services	Registered Nurse	Associate's degree in Nursing & State Certified Registered Nurse. Bachelor's degree in Nursing preferred. 1 year experience in public or community health nursing. Verbal & written communication, supervisory & organizational skills. Must provide own transportation & proof of insurance; this position will work 2 locations, Rosenberg Annex & Missouri City Annex. First Aid/CPR Certification & Defensive Driving must be completed upon hire. May be required to work weekends & holidays. Bi-lingual preferred.	PH Grade 11, \$1,902.40 biweekly
17-246	Clinical Health Services	Administrative Assistant	HS Diploma/GED with 1 year technical or business school. 3 years job related experience. Good computer & typing skills; ability to interact & deal effectively with others; strong organizational skills; ability to communicate verbally & in writing. Notary Public of Texas. <b>TYPE: 35 WPM.</b>	A/C Grade 9, \$1,303.20 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, \$1,740.00 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
17-005	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
17-188	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
17-225	Constable-PCT 2	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, \$1,706.40 biweekly
17-230	Constable-PCT 1	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
17-240	Constable-PCT 4	Lieutenant Constable	Bachelor's degree in Law Enforcement or related field, or HS Diploma/GED & Advanced TCOLE Certification. 5 years job experience including 2 years of supervisory experience. Excellent verbal & written communication, management, supervisory & organizational skills. Excellent interpersonal skills. Proficiency in use of firearms. Advanced TCOLE Certificate. Valid TX Driver License.	LE Grade 13, \$2,580.80 biweekly
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, \$1,706.40 biweekly
17-257	Constable-PCT 3	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, \$1,706.40 biweekly
17-223	County Clerk	Clerk – PT	HS Diploma/GED; 1 year job related experience. Strong computer skills & proficient in data entry. Good verbal & written communication skills. Good interpersonal skills & ability to deal effectively with the public, other employees & elected officials. Valid Driver License. <b>29 hours per week.</b>	\$10.50 per hour
17-201	County Tax Assessor/Collector	Clerk III	HS Diploma/GED; 2 years job related experience. Strong computer skills & proficient in data entry; 10-Key by touch. Good verbal & written communication skills; good interpersonal skills. Ability to learn & comprehend financial-mathematical tasks; understanding of ethics-confidentiality issues.	A/C Grade 7, \$1,134.40 biweekly
17-229	County Tax Assessor/Collector	Clerk – PT	HS Diploma/GED; Exceptional organizational skills; ability to retain & follow detailed instructions; 10-key by touch calculator skills; team player; ability to learn & comprehend established office routines & policies from oral & written instructions; understanding of ethics/confidentiality issues. <b>29 hours per week.</b>	\$11.00 per hour
17-216	District Attorney	Clerk – PT	HS Diploma/GED; 1 year job related experience; good computer & typing skills; verbal & written skills. <b>Up to 30 hours per week. TYPE: 35 WPM.</b>	\$10.00 per hour
17-226	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 TX 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; 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
17-234	Emergency Management	Planning Coordinator – Grant Funded	Bachelor's degree in Public Administration, Urban Planning, Engineering, Emergency Management or a directly related field. Master's degree preferred; OR 6 years of directly applied experience in any of the disciplines above may substitute for the degree requirement. 1 year of related work experience in research, planning, public information, program administration, or resource management experience including any combination of the above is preferred. Skills & experience with the National Incident Management System & the Incident Command System is preferred. Ability to use a wide range of computer programs that include MS Word, PowerPoint, Excel, Access. Good verbal & written communication, organizational & interpersonal skills. Emergency Mgmt. coursework, meteorological knowledge & experience is desirable. <b>Requires 24-hour on-call availability with extended periods of work possible due to emergency situations.</b>	P/M Grade 11, \$1,842.40 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
17-247	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, \$2,069.48
17-248	Emergency Medical Service	Paramedic Apprentice	HS Diploma/GED; <b>State of Texas Certified / Licensed Paramedic is required.</b> No previous experience required. Strong verbal & written communication & organizational skills; Interpersonal skills; Ability to complete projects. Valid Texas Driver License.	EMS P-A, \$1,910.09 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. <b>Up to 28 hours per week.</b>	\$15.00 per hour
17-215	Engineering	Clerk – PT	HS Diploma/GED; 1 year job related experience; good computer & typing skills; verbal & written communication skills. <b>Up to 29 hours per week. TYPE: 35 WPM</b>	\$10.00 per hour
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. <b>Must not be employed by any other law enforcement related extra job.</b>	LE Grade 10, \$1,802.40 biweekly
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. <b>May be required to work evenings &amp; weekends; on call to respond to emergencies 24 hours a day.</b>	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. <b>Duration: 3 months.</b>	\$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. <b>Position is funded for a Special Project &amp; end date is unknown at this time.</b>	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
17-212	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. <b>Up to 29 hours per week including weekends.</b>	\$10.00 per hour
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. <b>Up to 29 hours per week.</b>	\$18.00 per hour
17-200	Juvenile Probation	Custodian – PT	Less than HS Diploma/GED. 6 months job related experience in cleaning process. Good communication & interpersonal skills. <b>Up to 29 hours per week.</b>	\$13.15 per hour
17-213	Juvenile Probation	LVN / Medical Officer II	HS Diploma/GED; Licensed Vocation Nurse in State of Texas required. Minimum 21 years of age. 1 year job related experience (working with Juvenile Offenders is preferred). Good typing, verbal & written communication & organizational skills; good interpersonal skills. <b>Requires shift work in a detention facility; Ability to work flexible schedule &amp; to work every other weekend.</b>	PH Grade 10, \$1,626.40 biweekly
17-237	Juvenile Probation	Case Manager Specialist – Truancy	Bachelor's degree in Criminal Justice or other state approved related field. 2 years job related experience. Good computer, verbal & written communication skills; good organizational & interpersonal skills. Minimum 21 years of age. Eligible to be a Certified Juvenile Probation Officer. <b>Subject to irregular work hours.</b>	P/M Grade 11, \$1,842.40 biweekly

17-238	Juvenile Probation	Receptionist – PT	HS Diploma/GED; Minimum 21 years of age. 2 years related job experience. General secretarial principles/procedures. Good computer skills & must be able to type. Strong interpersonal skills; good written communication skills; ability to organize & prioritize own work. Valid Texas Driver License. Bi-lingual preferred. <i>Up to 28 hours per week; Monday-Thursday 7:30 am – 1:00 pm, Friday 7:00 am – 12:00 noon.</i>	\$12.60 per hour
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
17-196	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 &amp; weekend work.</i>	P/M Grade 12, \$2,132.80 biweekly
17-208	George Memorial Library	Library Paraprofessional – Youth	Bachelor's degree in related field; 1 year job related experience. Computer skills; good verbal & written communication; organizational & interpersonal skills. Ability to complete assigned projects in a timely manner. <i>Requires evening &amp; weekend work.</i>	A/C Grade 8, \$1,214.40 biweekly
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, \$1,399.20 biweekly
17-228	Library Administration – Pinnacle Senior Center	Library Assistant – PT	HS Diploma/GED and 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. The location of the Pinnacle Senior Center is Missouri City, TX. <i>24 hours per week.</i>	\$10.25 per hour
17-235	George Memorial Library Administration	Building Maintenance Worker II	HS Diploma/GED; 1 year job related work experience. Basic knowledge of air conditioning, electrical & plumbing repairs. Good verbal & written communication skills, good interpersonal skills with ability to deal effectively with people. Valid Driver License. <i>able to work evening &amp; weekend hours.</i>	O/S Grade 5, \$1,156.00 biweekly
17-249 17-252 17-254	Cinco Ranch Library Albert George Library Sienna Library	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 &amp; weekend hours. 24 hours per week.</i>	\$9.25 per hour
17-250 17-251 17-253 17-255 17-256 17-258 17-259 17-260	First Colony (Adult) First Colony (Youth) Sugar Land Library Sienna Lib. (Youth) University Library Cinco Ranch Library Sienna Lib. (Adult) George Memorial Lib	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 &amp; weekend hours. 24 hours per week.</i>	\$10.25 per hour
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
17-141	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
17-210	Public Transportation	Administrative Assistant AP / AR	HS Diploma/GED; 3 years job related experience. Strong computer & typing skills; strong verbal & written communication, math and/or accounting. Strong interpersonal skills. Valid Driver License. Bilingual/Spanish preferred. <i>TYPE: 35 WPM.</i>	A/C Grade 9, \$1,303.20 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, \$1,842.40 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
17-007	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
17-185	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. <i>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 &amp; RS 600-AIX computer devices.</i>	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; "Citi-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
17-232	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 Jailor 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, \$1,216.80 biweekly

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