



Fort Bend County Jobs

External applicants please apply online at: www.fortbendcounty.jobs

Fort Bend County Human Resources
Open Positions - Revised 12/15/16 (1:20 pm)

301 Jackson, Suite 243
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
16-276	Animal Services	Kennel Technician	Less than HS Diploma/GED; No previous experience required. Kennel experience preferred. Strong organizational, verbal & written communication skills; strong interpersonal skills. Valid Texas Driver License with current automobile insurance. Basic Animal Control Certification (may be acquired after employment). <u>Required to work rotating weekends & holidays.</u>	Grade 4, \$938.40 biweekly
16-325	Animal Services	Veterinarian	Doctor of Veterinary Medicine or equivalent degree from an AVMA accredited school of Veterinary Medicine with current license to practice in Texas. 4 years of experience working in animal medical environment. Computer, verbal & written communication, supervisory, management, & interpersonal skills.	Grade 15, \$3,210.40 biweekly
16-326	Animal Services	Veterinary Technician	HS Diploma/GED; 4 years of experience working in animal medical environment. Computer, verbal & written communication, supervisory, management, organizational & interpersonal skills. Current or eligible for licensure as a Veterinary Technician with the State Board of Veterinary Medicine Examiners.	Grade 7, \$1,179.20 biweekly
16-090	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
16-087	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
16-086	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
16-088	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
16-085	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
16-312 16-392	Constable-PCT 2 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.	Grade 9, \$1,706.40 biweekly
16-192	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; understanding of ethics-confidentiality issues. Ability to multi-task & determine priorities; research, report & resolve problems.	Grade 7, \$1,134.40 biweekly
16-102	District Clerk	Clerk III	HS Diploma/GED; 1 year general business experience. Good computer (MS Office), data entry and math skills; Good verbal/written communication and comprehension skills. Must be flexible with work assignments & location. Proof of liability ins; overtime may be required. Must make frequent court attendance and have no visible tattoos. TYPE 40 WPM	Grade 7, \$1,134.40 biweekly
16-053	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)	Grade 5, \$1,156.00 biweekly
16-317	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).	Grade 5, \$1,156.00 biweekly
16-315	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 Foodplann Manager certification. Registered Professional Engineer preferred.	Grade 12, \$2,132.80 biweekly
16-393	Drainage District	Heavy Equipment Operator	HS Diploma/GED; 2 years of work related experience as an Equipment Operator. Good driving skills, good verbal & written communication skills; good interpersonal skills. Thorough knowledge of & ability to operate required heavy equipment; knowledge of road design & drainage channel design, construction & maintenance. Valid Texas Commercial Driver License; Hazardous Material Endorsement; Herbicide & Insecticide Certification.	Grade 7, \$1,369.60 biweekly
16-096	Emergency Medical Service	Paramedic I	HS Diploma/GED; Certified Paramedic. 6 months FT employment as a Paramedic. Applicants must pass the Fort Bend County Emergency Medical Services entrance written and skills examination. Subject to emergency call-in. Valid Driver License.	Grade P-1, \$2,069.48 biweekly
16-097	Emergency Medical Service	Paramedic Apprentice	HS Diploma/GED; TX Certified or Licensed Paramedic. No previous exp. required. Ability to complete projects. Valid Driver License.	Grade P-A, \$1,910.09 biweekly
16-099	Emergency Medical Service	Paramedic - PT	HS Diploma/GED; Certified or Licensed TX Paramedic. Maintain a valid State of TX Driver License. <u>Up to 28 hours per week</u>	\$15.00 per hour
16-233	Environmental Health	Sanitarian	Bachelor's degree with 30 hours in basic or natural Science from an accredited school. Registered Professional Sanitarian with 1 year job related experience as a Sanitarian or Sanitarian in Training. Basic knowledge of Consumer & Public Health through education & experience. Strong verbal & written communication & organizational skills; strong interpersonal skills. Valid Texas Driver's License. <u>Requires evening & weekend work: on call to respond to emergencies 24 hours a day.</u>	Grade 10, \$1,626.40 biweekly
16-401	Engineering	Construction Inspector	HS Diploma/GED; 4 years experience in related engineering, construction or material testing field. Good computer & mathematical skills; good verbal & written communication & organizational skills; good interpersonal skills; ability to read & understand construction plans, topography & geotechnical information surface forms, recognize soil classification & complete assigned tasks in a timely manner; ability to understand civil engineering technology.	Grade 10, \$1,399.20 biweekly
16-295	Facilities Mgmt. & Planning	Facility Electronics Technician (2 positions)	HS Diploma/GED; Technical School Training preferred. Knowledge of life safety equipment, electronic access systems, CCTV, intercom systems, IP networking & surveillance systems. 3 years of experience in electronics. Working knowledge of Windows Server 2003+, Windows XP, Windows 7, Linux & DOS operating systems, configuring RAID 5, & RAID 6 storage arrays. Ability to read, draw & interpret electrical, pneumatic, mechanical, online diagrams & control sequence of operations.	Grade 8, \$1,492.00 biweekly
16-322	Fairgrounds	Custodian - PT	HS Diploma/GED; Previous experience preferred. Valid Texas Driver License required. <u>Up to 28 hours per week.</u>	\$10.00 per hour
16-331	Fire Marshal	Deputy Chief	HS Diploma/GED; Associate's degree in Emergency Management, Criminal Justice, Fire Science or Fire Protection/Engineering Technology or a directly related field. 6 years experience in fire code investigations, fire/arson investigations, or criminal investigations. Must have Advanced Peace Officer Certificate from TCOLE; Must have Advanced Fire/Arson Investigator certification; Must be certified as an Advanced Fire Inspector (including Fire Inspector 1, Fire Inspector 2, & Plans Examiner 1) by the TCFP; Must be able to meet the department's initial firearms qualification course & maintain proficiency annually with issued service weapon; Must be certified as a Fire Officer II Certification or higher certification by the TCFP at time of appointment; Must be certified as an Instructor I Certification or higher by the TCFP; Must secure & maintain a favorable background investigation from the FBC Fire Marshal's Office. Recommended: Certified Fire Investigator through International Association of Arson Investigators (IAAI); TCFP Fire Education Specialist or State Firemen's & Fire Marshals' Association. Fire Prevention Specialist Certification must be obtained within 2 years from date of employment.	Grade 12, \$2,296.00 biweekly
16-381	Information Technology	Database Administrator	Bachelor's degree in Computer Science, Information Systems or related field preferred. (HS Diploma/GED & 4 years of relevant professional relational database management experience in addition to the required 7 years of experience may be substituted for the Bachelor's degree). 7 years of job related experience. Knowledge of SQL; experience with maintenance scripts, logging, & database recovery; strong multi-platform system & application programming skills; strong analytical & system design skills; good verbal & written communication skills; interpersonal skills. Requires experience in database administration, project analysis & application and system programming.	Grade 14, \$2,815.20 biweekly
16-352	Juvenile Probation	Juvenile Detention Officer/Cook - PT	HS Diploma/GED; Working knowledge of federal nutritional & dietary guidelines. 2 years job experience as a commercial establishment cook (residential supervision preferred.) Good computer skills; strong organizational skills, verbal & written communication, & interpersonal skills. Valid Texas Driver License; Eligible to be a Certified Detention Officer, CPR, First Aid, Crisis Prevention Intervention (CPI) Certification. Health Certificate. Must be 21 years of age or older. <u>20 hours per week; Weekends and some Holidays required.</u>	\$13.15 per hour
16-356	Juvenile Probation	Youth Specialist - PT MALE (2 positions)	HS Diploma/GED; 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, verbal & written communication skills. CPR-First Aid Certification, Valid Texas Driver License. Eligible to be certified as a Juvenile Supervision Officer. Must be 21 years of age or older. <u>20-25 hours per week. Male applicants only.</u>	\$13.15 per hour
16-395	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 & ability to interact & deal effectively with the public. Good written communication skills; ability to organize & prioritize own work. Valid Texas Driver License. Bilingual preferred. <u>Up to 28 hours per week: Monday-Thursday 1:00-6:30 pm, Friday 12:00-5:00 pm.</u>	\$12.60 per hour
16-397	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. <u>Available for shift work & weekends. Male applicants only.</u>	Grade 7, 41,216.80 biweekly
16-236 16-247 16-371 16-357 16-380 16-382 16-391	First Colony Library Missouri City Library Cinco Ranch Library George Memorial George Memorial Cinco Ranch George Memorial	Library Assistant-PT-Youth Library Assistant-PT-Adult Library Assistant-PT-Youth Library Assistant-PT-Youth Library Asst., PT-Generology Library Assistant-PT-Adult 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. <u>24 hours per week.</u>	\$10.25 per hour
16-170	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 skills. Ability to complete assigned tasks within tight deadlines & prioritize own work; must stay informed of technological advances in the computer industry.	Grade 9, \$1,333.60 biweekly
16-310	Cinco Ranch 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. <u>Night & weekend work required.</u>	Grade 10, \$1,399.20 biweekly
16-387 16-388	Cinco Ranch Library University 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. <u>Requires evening & weekend work: 24 hours per week.</u>	\$9.25 per hour
16-396	Sienna Library	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 skills; organizational skills & interpersonal skills. Ability to complete assigned projects in a timely manner. <u>Night & weekend work required.</u>	Grade 10, \$1,399.20 biweekly

16-402	George Memorial Library	Librarian I – Literacy & Volunteer 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 & weekend work required.</i>	Grade 10, \$1,399.20 biweekly
16-162	Parks & Recreation	Area Supervisor	HS Diploma/GED; 2 years of college preferred; 7 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.	Grade 9, \$1,629.60 biweekly
16-274	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
16-345	Public Transportation	Reservationist/Scheduler	HS Diploma/GED; 3 years job related experience; Prior experience with transportation scheduling/reservations preferred. Strong computer skills; strong verbal & written communication, math and/or accounting; management & supervisory skills. Strong interpersonal skills & ability to deal effectively with the public, other employees & elected officials. Commercial Driver License (CDL) preferred. Bilingual (English/Spanish) preferred.	Grade 9, \$1,303.20 biweekly
16-033	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.	Grade 4, \$1,065.60 biweekly
16-005	Sheriff's Office	Volunteer Reserve Deputy Sheriff	HS Diploma/GED; Basic TCOLE certification. 1 year job exp. Valid TX Driver License; firearms proficiency.	VOLUNTEER
16-006	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.	Grade 9/4, \$1,706.40 biweekly
16-308	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. <i>Must be able to work rotating shifts.</i>	CS Grade 9, \$1,404.00 biweekly
16-323	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. <i>TYPE: 35 WPM</i>	Grade 5, \$993.60 biweekly
16-324	Sheriff's Office	Victim Liaison Assistant	HS Diploma/GED; 2 years job related experience. Good computer & typing skills; good verbal & written communication skills; good organizational & accounting skills. Good interpersonal skills; ability to prioritize work & complete tasks within tight deadline. <i>TYPE: 35 WPM.</i>	Grade 6, \$1,061.60 biweekly
16-342	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).	Grade 9/4, \$1,706.40 biweekly

External applicants please apply online at 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.