



Fort Bend County Jobs

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

Fort Bend County Human Resources
Open Positions - Revised 6/22/17 (8:45 a.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 & holidays.</i>	PH Grade 4, \$938.40 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 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
17-148	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
17-056	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. <i>28 hours per week.</i>	\$10.00 per hour
17-174	District Clerk	Clerk III	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. <i>TYPE: 40 WPM.</i>	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
17-048	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 Floodplain 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
17-152	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/PHLS, 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
17-153	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
17-068	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
17-172	Information Technology	Server Administrator	Bachelor's degree in Computer Science, Computer Engineering or Management Information Systems. MCSA Server 2012/2016 or CCNA Certifications preferred. 4 years experience supporting an enterprise infrastructure. Strong understanding of Microsoft Server 2008, 2012R2, & 2016 operating systems & features. Proficient in virtualization technologies VMware/Hyper-V. Security oriented, possess the ability to quantitatively identify risks & provide solutions for effective countermeasures & mitigation within the Operations environment. Skilled in supporting electronic messaging including Microsoft Exchange, Skype for Business, & associated applications. Strong understanding of enterprise storage architecture including connectivity & design, physical/virtual SAN, hyper-convergence, & backup & recovery methodologies. Strong knowledge of Active Directory, DNS, DHCP, Group Policy, Virtual Networking, PKI. Must possess a valid Driver License. <i>Weekend & after hours work required including participation in a department on call schedule.</i>	P/M Grade 12, \$2,132.80 biweekly
17-087	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 (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 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. 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
17-175	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
17-114	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
17-173	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
17-055	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
17-135	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
17-171	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 but uninvolved verbal & written instructions; complete printed forms & make notes; perform routine mathematical calculations. <i>Required to work 40 hours per week with hours other than 8 am - 5 pm, & days off other than weekends. Valid Texas Driver License.</i>	O/S Grade 5, \$1,156.00
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
17-053	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
--------	------------------	----------------	---	--------------------------------------

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.