



# Fort Bend County Jobs

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Fort Bend County Human Resources  
Open Positions – Revised 8/17/17 (1:25 p.m)

301 Jackson, Suite 243  
Richmond, TX 77469

Job #	DEPARTMENT	JOB TITLE	REQUIREMENTS	GRADE/SALARY
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
17-218	Community Development	Administrative Assistant	HS Diploma/GED; 5 years support staff experience in a similar agency with payroll & budget experience. Strong computer & typing skills; experience with word processing, Excel spreadsheets, database management, personal computer & mainframe computer. Strong organizational & interpersonal skills; ability to communicate verbally & in writing. <b>TYPE: 35 WPM.</b>	A/C Grade 8, \$1,214.40 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 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
17-223	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
17-216	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
17-046	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, BTLs/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
17-198	Engineering	Temporary Internship – GIS Assistant	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. <b>Temporary (1 semester), 20 hours per week.</b>	\$9.00-\$11.00 per hour
17-205	Engineering	Labor – PT Recycle/Household Hazardous Waste Center	HS Diploma/GED; Ability to understand & carry out instructions; general working knowledge of & ability to operate required equipment. Duties require climbing, reaching & use of hands & fingers to handle items up to 100 lbs; frequent standing & walking; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception, & ability to adjust focus. <b>Maximum 28 hours per week as needed, Monday-Saturday.</b>	\$10.00-\$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. Bilingual 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
17-220	Justice of the Peace, PCT. 1 – Place 2	Case Manager	HS Diploma/GED; 2 years of job related experience within a legal system. Experience in Justice of the Peace Court preferred. Good computer & typing skills, excellent research, organizational, interpersonal & written skills. Applicants must be detail-oriented; able to prioritize own work; possess the ability to proficiently multi-task; complete assignments within tight deadlines & under high-pressure circumstances. Must have ability to interact with the public. <b>TYPE: 35 WPM.</b>	A/C Grade 8, \$1,214.40 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. <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
17-173	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. <b>Requires evening &amp; weekend work.</b>	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. <b>Requires evening &amp; weekend work.</b>	A/C Grade 8, \$1,214.40 biweekly
17-222	First Colony 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; organizational & interpersonal skills. <b>Night &amp; weekend work required.</b>	A/C Grade 10, \$1,399.20 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. <b>Up to 29 hours per week &amp; working weekends.</b>	\$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. <b>Certified in Records Management (CRM) preferred. Up to 28 hours per week for approximately 6-8 months.</b>	\$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
17-210	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. <b>TYPE: 35 WPM.</b>	A/C Grade 9, \$1,303.20 biweekly

17-211	Public Transportation	Procurement & Contracts Manager	Bachelor's or Associate's degree in Business Management or closely related field or any equivalent combination of training & experience. (4 years of directly related experience may substitute for the education requirement, in addition to the years of experience necessary to meet the experience requirement). 5 years job related experience. Proven proficiency with both oral & written communication skills. Strong math and/or accounting & management skills. Organizational skills & the 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. <b>TYPE: 40 WPM.</b> <b>SPECIAL REQUIREMENTS: Basic TCOLE Peace Officer License;</b> 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; "Criticall" 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

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