

Fort Bend County Sheriff's Office Pre-Application

Applications are accepted only for job titles for which recruitment is currently being conducted.

Entry level position at the Sheriff's Office and the **minimum qualifications for each** are listed on the reverse side of this form.

Administrative Assistant Job No. 21-506

This form must be completed and/or submitted in person to the Human Resources Division of the Sheriff's Office located at:
1840 Richmond Pkwy. Ste. 168, Richmond, Texas 77469

Name: _____
Last First Middle

Address: _____
Address City State Zip

E-Mail: _____

Home #: _____ Cell#: _____ Work #: _____

Driver's License Number: _____ State: _____

Social Security Number: _____ Today's Date: _____

Referred By: _____

For Office Use ONLY:

Words Per Minute: _____ Date Administered: _____

Nelson Denny Score: _____ Date Administered: _____

Fort Bend County is an Equal Opportunity Employer committed to non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin.

Texas is an "Employment At-Will" state and as an employee of Fort Bend County, you have the right to terminate your employment at any time. Fort Bend County retains the right to terminate your employment at any time, with or without notice, for any legal reason or no reason. The County also retains the right to change any terms, conditions, benefits, or privileges of employment at any time without notice. No employment contract, either expressed or implied, shall exist between the County and any employee for duration, either specified or non-specified.

Long Form Return Date: _____

MINIMUM REQUIREMENTS FOR ENTRY LEVEL POSITION OF ADMINISTRATIVE ASSISTANT:

- High School Diploma or GED
- 2 years job related experience
- Must have good computer and typing skills – Minimum 40 WPM
- Must have strong organizational, verbal and written communication skills, good interpersonal skills and ability to deal effectively with the public, other employees and elected officials.
- Must have strong record keeping ability and able to complete tasks in a timely manner.

ALL APPLICANTS OF FORT BEND COUNTY SHERIFF'S OFFICE, REGARDLESS OF THE POSITION APPLIED FOR, MUST SATISFY THE FOLLOWING REQUIREMENTS:

- Prior to employment, the applicant may be required to complete the following pre-employment screenings:
 - Polygraph Exam
 - Fingerprinting and use of those fingerprints for a search of local, state and national records and fingerprint files to disclose any criminal record as part of a thorough, comprehensive background search and interview.
- After a contingent job offer, the applicant must pass the following pre-employment screenings:
 - Psychological exam, physical and drug screening

TCOLE (Texas Commission on Law Enforcement) and the Texas Department of Public Safety has minimum standards for initial licensure (including those shown below). In order to be licensed by TCOLE as a Peace Officer, Jailer or Telecommunications Officer, an applicant must:

- Be a U.S. citizen
- Not ever been on court-ordered community supervision or probation (including deferred adjudication) for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order
- Not currently under indictment for any criminal offense
- Not ever been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years
- Never have been convicted of any family violence offense
- Not be prohibited by state or federal law from processing firearms or ammunition or from operating a motor vehicle
- Not have been discharged from any military service under less than honorable conditions including, specifically under other than honorable conditions, bad conduct, dishonorable or any other characterization of service indicating bad character

In addition to the above TCOLE LICENSING requirements, Fort Bend County Sheriff's Office may disqualify an applicant from further consideration for employment if the following is reported/found after return of the long-form application:

- Lies, missions, deceptions or misrepresentations of facts on the application
- An unstable driving record
- A history of financial problems: collections accounts, charge off accounts, habitually late payments, non-discharged Chapter 7 or Chapter 11 Bankruptcy
- An unstable work history or work performance, including prior involuntary terminations

****Each applicant with a completed long form will be considered, however, an interview is not guaranteed.**

_____ Please initial here that you have reviewed the above, you meet the minimum requirements and none of the disqualifying conditions apply to you.

FORT BEND COUNTY HUMAN RESOURCE DEPARTMENT

TO ALL APPLICANTS: Please complete this form and submit it with your application. The following information is being gathered by this department for Federal Equal Employment Opportunity reporting requirements and for statistical use only. The information provided on this form is confidential and will not be supplied to departments or used to make any employment decisions. Fort Bend County is an Equal Opportunity Employer.

Date: _____

Name: _____

Social Security #: _____

Date and Place of Birth: _____

Gender: Male Female

Check one from Section A

A. ETHNICITY CATEGORIES

<input type="checkbox"/> Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
<input type="checkbox"/> Non-Hispanic or Latino

Check one from Section B

B. RACE CATEGORIES

<input type="checkbox"/> White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
<input type="checkbox"/> Black or African American: A person having origins in any of the Black racial groups of Africa,
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
<input type="checkbox"/> Asian: A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, the Philippines Islands, Thailand and Vietnam.
<input type="checkbox"/> Native American or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

POSITION: Administrative Assistant

JOB NUMBER: 21-506