



Dallas County Employment Listing
509 Main Street, Dallas, Texas 75202
Job Line: (214) 653-7637 TDD 1 (800) 735-2989 Hearing impaired
Apply On-line: www.dallascounty.org
Equal Opportunity Employer

Week of December 11, 2007

Disclaimer statement: Every effort has been made to ensure the accuracy of this information. If errors are contained herein, the requirements, qualifications, or salaries for the position, as set forth in the Dallas County Code, shall control.

A complete background investigation may be conducted by Dallas County or an outside agency regarding your qualifications and criminal history.

SKILLED/TRADE POSITIONS

Title: Service Attendant Grade: 03 Salary Range: \$9.18-\$11.26/hr.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile Detention Requisition #: JUV07-1209 Position #: 5880

Job Summary: Performs a combination of duties which may include janitorial, housekeeping, general labor, facility, laundry and food services. Works within a well-defined framework of policies and procedures, under immediate supervision.

Qualifications: Completion of eighth (8th) grade from an accredited school or additional equivalent work experience. **Ability to follow written and verbal instructions. Must be able to operate vehicles, buffers, vacuums, lifts or other equipment to complete assigned tasks. Must pass criminal background check. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Requires prolonged walking, standing, bending, kneeling, pushing and ability to lift and carry up to 45 lbs., unassisted.**

Title: Cook I Grade: 04 Salary Range: \$9.68-\$11.89/hr.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Youth Village Requisition #: JUV07-1280 Position #: 7598

Job Summary: Prepares and serves meals, maintains the kitchen in compliance with health and sanitation standards and assumes duties of Lead Cook during his/her absences.

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Qualifications: Completion of eighth (8th) grade from an accredited school or additional equivalent work experience. One (1) year of work related experience or a combination of the two. **Ability to follow written and verbal instructions. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Works inside a secured facility. Requires prolonged walking, standing, bending, kneeling, pushing and lifting and carrying up to 45 lbs. unassisted necessary to complete cooking and cleanup tasks.**

Title: Groundskeeper II Grade: 06 Salary Range: \$11.26-\$13.82/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Public Service Program Requisition #: PS07-1211 Position #: TBD (2 positions)

Job Summary: Functions as a lead groundskeeper by providing supervision and assistance to community service clients to maintain County properties.

Qualifications: Graduation from an accredited high school/GED program. Two (2) years job related experience or 30 hours of college or a combination of the two. **Ability to effectively communicate, both verbally and in writing and establish and maintain effective working relationships with employees, departments and the general public. Ability to operate self-propelled, riding, and push mower and other lawn and gardening tools. Ability to operate equipment efficiently and safely. Requires prolonged kneeling, standing, walking, twisting, climbing and the ability to lift and carry up to 100 lbs., assisted. Ability to work in varied conditions (i.e., heat, cold, rain, ice, snow, etc.), inside and outside.**

Title: Security Guard (Level III) Grade: 06 Salary Range: \$11.26-\$13.82/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Security & Emergency Management Requisition #: SEM07-1210 Position #: 0730
 Department: Security & Emergency Management Requisition #: SEM07-1183 Position #: 4992
 Department: Security & Emergency Management Requisition #: SEM07-1137 Position #: 4991

Job Summary: Performs routine patrol and regulatory duties related to the safe guarding of Dallas County property.

Qualifications: Graduation from an accredited high school/GED program. Two (2) years of security guard work related experience or 30 hours from an accredited college or university or a combination of the two. Must be 21 years of age and meet the minimum mental and physical standards, be certified by the Texas Board of Private Investigators and Private Security Agency, along with the security level one training. Knowledge and proficiency in the safe handling of revolver and semi-automatic firearms. Mandatory physical and psychological exam. **Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Binocular vision, correctable to 20/30. Able to discriminate between standard colors. Capable of hearing ordinary conversation at ten feet, with each ear. The use of hearing aid is permissible. Must have a valid Texas driver's license, with a good driving record. Applicant must be commissioned to carry a gun.**

Title: Guard Supervisor Grade: 07 Salary Range: \$11.91-\$14.64/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Security & Emergency Management Requisition #: SEM07-1138 Position #: 0945

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Job Summary: Performs routine protective and regulatory duties related to the safe guarding of Dallas County Employees and Property on various shifts and locations. Supervises and trains shift staff to respond to fire alarms, bomb threats, medical emergencies, burglar alarms and other calls for service.

Qualifications: Graduation from an accredited high school/GED program. Three (3) years of security guard work related experience or 45 hours from an accredited college or university or a combination of the two. Must possess a valid Texas driver's license. Must be 21 years of age and meet the minimum mental and physical standards, be certified by the Texas Board of Private Investigators and Private Security Agency, along with the security level one training. Knowledge and proficiency in the safe handling of revolver and semi-automatic firearms. Mandatory physical and psychological exam. **Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Binocular vision, correctable to 20/30. Able to discriminate between standard colors. Capable of hearing ordinary conversation at twenty feet and whispered conversation at ten feet, with each ear. The use of hearing aid is permissible. Body weight proportionate to height and over all good physical condition. Must have a valid Texas driver's license, with a good driving record. Applicant must be commissioned to carry a gun.**

Title: Outreach Worker

List Status: Full-time

Grade: 05
Post: Open to the Public

Salary Range: \$10.45-\$12.81/hr.
Closing Date: Until Filled

Department: HHS – Tuberculosis
Department: HHS – TB Refugee Clinic

Requisition #: HHS07-1295 Position #: 6019
Requisition #: HHS07-0571 Position #: 0383

Job Summary: Under direct supervision, provides basic outreach services support to clients in various medical, social, educational and other social services programs. May assists staff with locating, identifying and contacting clients; providing medical or social services screenings; investigating, monitoring and conducting follow-ups; providing feedback; educating clients; maintaining information and records; providing transportation, and interacting with other social services organizations for outreach and/or referral services.

Qualifications: Graduation from an accredited high school/GED program. Knowledge of standard software applications. **Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas driver's license, with a good driving record. May require the ability to travel to various work site locations.**

Title: Equipment Operator I

List Status: Full-time

Grade: 06
Post: Open to the Public

Salary Range: \$11.26-\$13.82/hr.
Closing Date: Until Filled

Department: Road and Bridge #3
1508 Langdon Rd.
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Requisition #: RB307-1031 Position #: 0000 (3 positions)
Requisition #: RB307-0792 Position #: 0200
Requisition #: RB307-0369 Position #: 0165

Job Summary: Operates a variety of road construction equipment in a safe manner, which includes sheepsfoot, steel wheel and rubber tire rollers, mixers, and light and heavy trucks up to 80,000 lbs. Prepares routine operating reports. May assist on bridge and asphalt crews and performs related duties as assigned.

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Qualifications: Graduation from an accredited high school/GED program. No experience required. **Must have a valid Texas Class "A" CDL or position may be underfilled at a grade 05 salary level until CDL requirements are met, not to exceed 6 months. Mandatory drug testing prior to and during employment. May require prolonged sitting, standing, bending, squatting, twisting, kneeling, climbing and the ability to lift and carry in excess of 100 lbs. assisted. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations. R&B#3 position #: 6634, 5640, 6634.**

Title: Equipment Operator II Grade: 07 Salary Range: \$11.91-\$14.64/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Road and Bridge #3 Requisition #: RB307-1066 Position #: 4056
 1508 Langdon Rd.

Department: Road and Bridge #3 Requisition #: RB307-0601 Position #: 0000 (2 positions)
 1508 Langdon Rd.

Job Summary: Operates road construction vehicles and equipment.

Qualifications: Graduation from an accredited high school/GED program. One (1) year of work related experience in operating heavy equipment. Maintenance shop or road construction environment. Requires prolonged kneeling, standing, walking, twisting, climbing and the ability to lift and carry in excess of 100 lbs., assisted. **Ability to work in varied conditions (i.e., heat, cold, rain, ice, snow, etc.), inside and outside. Ability to operate equipment efficiently and safely. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Ability to read grade stakes. Must possess a valid Texas Class A Commercial driver's license, with a good driving record. Position #: 0176, 0194.**

Title: Maintenance Technician Grade: 07 Salary Range: \$11.91-\$14.64/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Facilities Management Requisition #: FAC07-1099 Position #: 1072
 Department: Facilities Management Requisition #: FAC07-1235 Position #: 1077

Job Summary: Assists maintenance personnel in all areas of building maintenance including plumbing, electrical and air conditioning.

Qualifications: Graduation from an accredited high school/GED program. One (1) year of general maintenance experience. **Ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to operate equipment efficiently and safely. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions surroundings, and all weather conditions. Must possess a valid Texas driver's license, with a good driving record, and pass a security clearance check.**

Title: Electronics Technician Grade: 09 Salary Range: \$13.88-\$17.04/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Facilities Requisition #: FAC07-1237 Position #: 1102

Job Summary: Assists in the installation, maintenance and repair of electronic equipment. Works under limited supervision.

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Qualifications: Graduation from an accredited high school/GED Program. One (1) year of formal training. One (1) year of work related experience. One (1) year of work related experience can substitute for one (1) year of formal training or any combination of the two. Requires the ability to climb ladders and lift weights in excess of 50 lbs. assisted. **Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations. Must possess a valid Texas driver’s license, with a good driving record, and pass a security clearance check.**

Title: Building Mechanic Grade: 09 Salary Range: \$13.88-\$17.04/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Facilities Management	Requisition #:	FAC07-1296	Position #:	0000 (2 positions)
Department: Facilities Management	Requisition #:	FAC07-1276	Position #:	1096
Department: Facilities Management	Requisition #:	FAC07-1236	Position #:	3924
Department: Facilities Management	Requisition #:	FAC07-1212	Position #:	0000 (3 positions)
Department: Juvenile –Youth Village	Requisition #:	JUV07-1014	Position #:	2953
Department: Facilities Management	Requisition #:	FAC07-0862	Position #:	TBD (2 positions)

Job Summary: Maintains equipment, hardware and building systems, and performs general maintenance duties County-wide or at independent facilities. Works under limited supervision.

Qualifications: Graduation from an accredited high school/GED program. One (1) year of formal training from an accredited institution and one (1) year of work related experience or a combination of the two. **Must have a valid Texas driver’s license, with a good driving record. Must pass security clearance check. Requires ability to climb ladders and lift weights in excess of 50 lbs., assisted. Facilities position #: 7390, 5005. Facilities position #: 1093, 5954, 5955.**

Title: Plasterer Grade: 09 Salary Range: \$13.88-\$17.04/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Facilities Management Requisition #: FAC07-0488 Position #: 1202

Job Summary: Applies plasters to walls and ceilings of Dallas County buildings to produce a finished surface and assists painters. Works under limited supervision.

Qualifications: Graduation from an accredited high school/GED program. One (1) year of formal training. One (1) year of work related experience. One (1) year of work related experience can substitute for one (1) year of formal training or any combination of the two. **Requires the ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations. Must possess a valid Texas driver’s license, with a good driving record. Must pass a security clearance check.**

Title: Plumber Grade: 09 Salary Range: \$13.88-\$17.04/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Facilities Management Requisition #: FAC07-0948 Position #: 1106

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Job Summary: Maintains, installs and replaces all Dallas County facilities plumbing which consists of repairing and replacing sinks, toilets, tubs and other fixtures. Eliminates sewer stop-ups and repairs brick walls and floor tiles. Works under limited supervision.

Qualifications: Graduation from an accredited high school/GED Program. One (1) year of formal training. One (1) year of work related experience. One (1) year of work related experience can be substituted for one (1) year of formal training or any combination of the two. **Requires the ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations. Must possess a valid Texas driver's license, with a good driving record, and pass a security clearance check.**

Title: Bridge Crew Chief

Grade: 10

Salary Range: \$14.60-\$18.21/hr.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Road & Bridge #3

Requisition #: RB307-1213

Position #: TBD

Job Summary: Supervises crews in performing road construction, to include asphalt, bridge, and general maintenance and operates specialized heavy equipment. Performs traffic control set up on job sites to ensure safe working environments. May assist during emergency situations. Ensures that all established safety standards are observed while work is performed, including the wearing of safety apparel.

Qualifications: Graduation from an accredited high school/GED program. Three (3) years of work related experience in operating heavy equipment, plus one (1) year of experience as an Equipment Operator IV. **Must possess a valid Texas Class A Commercial driver's license, with a good driving record. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Ability to read plans and set grades, finish road section, and cut blue top. Ability to effectively supervise personnel. Requires prolonged kneeling, standing, walking, twisting, climbing and the ability to lift and carry in excess of 100 lbs., assisted. Ability to work in varied conditions (i.e., heat, cold, rain, ice, snow, etc.), inside and outside. Ability to operate equipment efficiently and safely.**

Title: Lead Plumber

Grade: AM

Salary Range: \$15.46-\$19.30/hr.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Facilities Management

Requisition #: FAC07-0864

Position #: TBD (2 positions)

Department: Facilities Management

Requisition #: FAC07-0816

Position #: 5635

Job Summary: Acts as a lead to plumbers and other personnel, providing training, technical expertise and assistance in performing journey-level maintenance, installation and repair of plumbing systems and fixtures.

Qualifications: Graduation from an accredited high school/GED Program. Two (2) years of formal training. Three (3) years of work related experience. One (1) year of work related experience can be substituted for one (1) year of formal training or any combination of the two. **Requires the ability to climb ladders and lift weights in excess of 50 lbs., assisted. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations. Must possess a valid Texas driver's license, with a good driving record, and pass a security clearance check.**

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Title: Lead Construction Foreman
List Status: Full-time

Grade: AM
Post: Open to the Public

Salary Range: Commensurate w/experience
Closing Date: Until Filled

Department: Facilities Management

Requisition #: FAC07-1214 Position #: 4329

Job Summary: Acts as a lead to construction workers and other personnel, providing training, technical expertise and assistance in the construction, repair and remodeling of Dallas County buildings related to carpentry, painting, plastering, plumbing, electrical work and HVAC systems and roofing systems.

Qualifications: Graduation from an accredited high school/GED program. Two (2) years of formal training. Three (3) years of work related experience. One (1) year of work related experience can be substituted for one (1) year of formal training or any combination of the two. **Requires the ability to climb ladders and lift weights in excess of 50 lbs., assisted. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations. Must possess a valid Texas driver's license, with a good driving record, and pass a security clearance check.**

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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