



EXTRA-HELP MAINTENANCE CUSTODIAN

Salary Range: \$15.42-\$18.62/hour
Part-time (20 hours per week)

Announced: October 19, 2020
Final Filing Date: **UNTIL FILLED**

Eligibility List:

Applications are being accepted to create an eligibility list of qualified applicants for Court Maintenance Custodian I/II positions. The resulting list will be used for both extra-help and full-time positions. The Court is currently recruiting for an extra-help part-time custodial position. *Applicants shall remain on the eligibility list for one year.*

Position Summary:

Under direction and general supervision, independently performs a wide range of custodial, cleaning, and basic maintenance work in Court occupied spaces; performs related work as assigned.

Example of Essential Duties:

Court Maintenance Custodians are responsible for the following daily tasks:

- Sweep, mop, and polish/maintain tile and linoleum floors;
- Vacuum rugs, spot clean carpets;
- Dust, polishes furniture and woodwork in all staff work areas, including offices and judges' chambers;
- Empty waste receptacles in all court locations;
- Cleans and disinfects restrooms;
- Occasionally moves office furniture and equipment;
- Occasionally make minor repairs or report the need for maintenance/repairs related to furniture, equipment and/or tools;
- Keep records of duties performed and completion of timesheets.

Education and Experience:

A High School Diploma is required; six months experience in industrial janitorial work is desired. Possession of a valid CA driver's license is required.

Knowledge, Skills and Abilities:

The ideal candidate will possess knowledge of proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment. This position requires familiarity regarding how to operate and maintain hand and power tools, and equipment used in janitorial work. Applicants must be able to follow oral and written instructions including written and verbal communications with staff; be professional, tactful, and courteous to staff, vendors, and the public. The ability to complete all assignments independently and timely without immediate supervision is required.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

HOW TO APPLY

A completed job application is required. Please include all the information requested in the application; resumes will not be accepted in lieu of an application but may be included. The recruitment will remain open until the position is filled. *Please list all relevant experience and educational background, and provide all the information requested on the application, including signatures and dates. Incomplete applications will not be considered.*

THE EMPLOYMENT PROCESS

How to Apply: The job announcement and application packet may be obtained in person, or at: Jobs@humboldtcourt.ca.gov, or the Court's website at: www.humboldt.courts.ca.gov.

Application Process: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date (if applicable). Applications will be accepted by mail, e-mail, fax, or delivered in person to the Human Resources office. *Resumes will not be accepted in lieu of an application – please see link to application below:* <https://www.humboldt.courts.ca.gov/files/CourtJobAPPLICATION.pdf>

Examination Process: Applicants meeting minimum qualifications will be required to participate in an examination process.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE

THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE

****Humboldt Superior Court is an Equal Opportunity Employer****

Exam Accommodation: Applicants with disabilities who require special testing arrangements must complete the Request for Accommodations form: <http://www.courts.ca.gov/documents/mc410.pdf> and submit it to the Human Resources Department prior to testing.

Condition of Employment: Candidates selected are required to pass a LiveScan background test before an official job offer can be made.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.