



Superior Court of California County of Humboldt

Human Resources Department
825 Fifth Street, Room 301, Eureka, CA 95501
Phone: (707) 269-1245 Fax: (707) 445-5769
E-mail: HR@humboldtcourt.ca.gov

RECRUITMENT

COURT MAINTENANCE CUSTODIAN I/II

(Full-time - 40 hour per week position)

Salary Range \$2031.12 to \$2479.58/month plus benefit package

EOE/ADA

Final filing date: October 28, 2013

POSITION SUMMARY

Under direction and general supervision, independently performs a full range of custodial, cleaning, and basic maintenance work in the Court occupied space and adjacent grounds; perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first working level in the custodial series. Duties are normally performed in an assigned area within the courthouse complex. It is further distinguished from Court Maintenance Custodian II in that the latter independently performs basic maintenance and repair work in addition to custodial work.

ESSENTIAL DUTIES

- Sweeps, mops, scrubs, and polishes floors; sweeps and vacuums rugs; spot cleans carpets;
- Dusts and polishes furniture and woodwork;
- Empties, cleans and lines waste receptacles and disposes of trash;
- Washes doors, windows, walls, ceilings, Venetian blinds, furniture, and light fixtures;
- Cleans and disinfects restrooms; restocks restroom supplies as necessary;
- Moves office furniture and equipment and may make minor repairs; reports the need for maintenance and repair;
- Strips, seals and buffs floors;
- Closes windows, turns off lights, and locks doors to secure buildings;
- Keeps basic records of work performed, timesheets, etc.;
- Observes safe working practices, including maintaining storage areas in a safe condition;
- Corrects or reports any safety or fire hazards;
- Follows label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use;
- Uses a variety of custodian tools, equipment and supplies; maintains equipment and materials in proper condition;
- Reports unauthorized persons and other security problems; and
- Sets up meeting rooms and rearranges furniture.

KNOWLEDGE OF

- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment;
- Use and minor maintenance of hand and power tools and equipment used in janitorial work;
- Safety practices and equipment related to the work;
- Understanding and following written and oral instructions;
- Completing assignments independently without immediate supervision;
- Establishing and maintaining effective working relationships with those encountered in the course of the work; and
- Performing routine building maintenance and repair work.

OTHER REQUIRMENTS

- Must possess sufficient strength and stamina to maneuver equipment weighing up to 60 pounds;
- Must be willing to work evening shifts, standby, and overtime as necessary. Possession of a valid California driver's license may be required; and
- Must pass a physical and drug screen.

DESIRABLE EDUCATION AND EXPERIENCE

- A typical way to obtain the knowledge and skills outlined above is six months of experience in janitorial or custodial work; and
- General educational development at a level typically associated with a completion of a general high school curriculum.

EMPLOYMENT ELIGIBILITY

If you are selected for hire, the Superior Court of California, County of Humboldt will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made in the interview and testing procedure as well as the work site.

POLICY OF NONDISCRIMINATION

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street, and taking the elevator to the 3rd floor. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (707) 269-1245 well in advance of the exam/interview for assistance.

BENEFIT PACKAGE INCLUDES:

- Sick Leave - 12 days annually
- Family Sick Leave - 5 days annually
- Bereavement Leave – 5 days per event
- Vacation - begins with 2 weeks/yr. & increases w/longevity
- Paid Holidays - 13 + 2 personal holidays
- Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars)
- Dental & Vision Plans
- Life Insurance provided by employer -\$25,000.
- Deferred Compensation Plan available

HOW TO APPLY

The job announcement and application packet may be obtained by contacting the Superior Court of California, County of Humboldt, Court Human Resources Department, 825 Fifth Street, 3rd Floor, Room #301, Eureka, CA 95501: in person, by e-mail request at HR@humboldtcourt.ca.gov, on our website at www.humboldt.courts.ca.gov, or by calling 707-269-1245.

It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested. A resume will not take the place of the application. The application must be signed and dated. The application will go through a screening/review process and only the most qualified applicants will be selected to proceed to the oral/interview examination.

The completed original application packet must be filed with the Court Human Resources Department no later than 5:00 PM on October 28, 2013. Faxed applications will be accepted at 707-445-5769 and MUST be followed by the original application postmarked no later than October 28, 2013.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected

