



# The Superior Court of California, County of Glenn Is accepting applications for

## **Court Custodian** 01-13

Hourly Rate: \$15.04 to \$18.28 (depending on experience)

**Application forms may be obtained from and are to be returned to:**

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF GLENN  
526 W. SYCAMORE STREET, ROOM 104  
WILLOWS CA 95988**

TELEPHONE (530) 934-6482 FAX (530) 934-6406  
[www.glenncourt.ca.gov](http://www.glenncourt.ca.gov)

**To Apply:** Applicants are required to submit the following items to the Court no later than  
**4:00 PM, Tuesday, March 5, 2013**

1. A thoroughly completed and signed official Court application
2. A résumé (résumés in lieu of the application form will not be accepted)

This is a full-time position scheduled for **8 hours per day, 5 days per week, scheduled work hours to be determined**. Assignments are generally limited in scope and are set within procedural frameworks established by higher-level positions. Work requires incumbents to exercise some judgment in selecting appropriate established guidelines to follow. Significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.

### **Example of Typical Duties**

- Maintains buildings and facilities in a clean and orderly condition; cleans and disinfects offices and meetings rooms; dusts and waxes fixtures and furniture; sweeps, mops, strips, waxes, and/or buffs floors; washes walls and windows; scours, disinfects and re-stocks restrooms; empties and cleans waste receptacles; vacuums and shampoos carpets.
- Performs exterior cleaning duties, including but not limited to cleaning/sweeping exterior walkways, porches, and steps; removes graffiti, trash and debris; cleans door mats, removes cobwebs etc.
- Performs simple repairs on furniture, building and equipment which may include paint and carpentry.
- Maintains records documenting custodial supply and equipment receipt and usage, orders, maintains and stores tools and equipment used in daily operation.
- Reports building and vehicle maintenance and repair needs to appropriate staff.
- Responsible for the general cleanliness, maintenance and transporting of court vehicles used to carry out duties to multiple court locations.
- Loads and unloads vehicles; moves furniture and equipment; may assemble or dismantle equipment, shelves, furniture etc.
- Sets up facilities for meetings as needed.
- Build and maintain positive working relationships with co-workers and the public using principles of good customer service.

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Closes 4 PM, Tuesday, March 5, 2013

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### **Minimum Qualifications**

Equivalent of two years of full time experience performing custodial and light maintenance duties in an office setting, or any combination of education, training or experience that provides equivalent knowledge, skills, and abilities.

### **Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices of workplace safety; equipment, tools and materials used in light maintenance and custodial work including cleaning materials and disinfectants and the effects of these compounds on surfaces; and hazards associated with cleaning compounds/agents.
- Ability to clean and care for assigned buildings and equipment; operate a variety of tools, equipment and vehicle(s); to safely use a variety of janitorial chemicals and materials; understand and follow written and oral instructions; work with minimal supervision; communicate effectively both orally and in writing; and work effectively with others.

### **Selection Procedure**

Submit a completed Court application and other documents as requested in the *TO APPLY* section at the top of this announcement, by the date and time indicated. The Court has a policy prohibiting discrimination against qualified disabled individuals. Applicants requesting an accommodation in the interview process are asked to contact the Court Administration Office at least five (5) working days before a scheduled examination and/or interview.

Application packets will be reviewed for minimum qualifications. Applications that contain documentation that the job applicant meets the minimum requirements *may* be referred to a screening committee. Candidates with the most directly related experience, education, and training *may* be invited to an oral interview. Investigation of employment history and references *may* be conducted prior to offer of employment. The information provided in this job announcement is general in nature and does not constitute an expressed or implied contract.

### **Salary and Benefits**

**Salary:** The range consists of five steps with approximately a five percent difference between each step. Annual performance reviews are conducted which may advance the employee through the steps.

**Holidays:** 13 paid scheduled plus one floating holiday per year.

**Insurance:** The Court makes available to employees and their dependents a health, dental and a vision program. The Court provides a group term life and short-term disability insurance.

**Sick Leave:** 12 days per year; unlimited maximum accrual.

**Vacation:** 0 – 2 full years, 11 days; 3 – 11 full years, 16 days; 11– 19 full years, 21 days; after 19 full years, 26 days.

**Retirement:** Regular full-time and part-time employees participate in the Public Employee's Retirement System (CalPERS) and Social Security.

**Deferred Compensation:** A tax deferred long-term savings plan is available on a voluntary basis.

### **Pre-Employment Policies**

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Naturalization Control Act of 1986; successful completion of pre-employment medical review/examination, and alcohol and drug screening, background and reference check; satisfactory driving record and proof of automobile insurance (if applicable to the job), and other requirements of the position (licensing, certification, etc.).

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, genealogy, political affiliation, race, religion, sex or other non-merit factors (except as limited by law).
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