



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION

CUSTODIAN
Monthly Salary: \$2,885 - \$3,506

Excellent benefits package that includes CalPERS retirement and a comprehensive health insurance program where employees pay \$0 for employee only coverage for the United Healthcare Plan

Final Filing Date: January 17, 2025

THE POSITION

Under general direction, independently performs a full range of custodial duties to keep court facilities maintained in a clean and sanitary condition; performs related work as required.

SUPERVISION EXERCISED

Exercises no supervision.

IMPORTANT AND ESSENTIAL DUTIES:

- Sweeps, mops, scrubs, and polishes floors in all areas.
- Spot cleans carpets.
- Dusts and polishes furniture and woodwork in all areas.
- Empties, cleans and lines waste receptacles and disposes of trash.
- Washes doors, windows, walls, ceilings, blinds, furniture and light fixtures.
- Cleans and disinfects restrooms; restocks restroom supplies as necessary.
- Keeps basic records of work performed, timesheets, etc.
- Observes safe working practices, including maintaining storage areas in a safe condition.
- 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 needed repairs to building services coordinator.
- May set up meeting rooms and rearrange furniture.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Standard safety and safe work practices.
- Equipment, tools and materials used in custodial work including cleaning materials and disinfectants and the effects of these compounds on surfaces.
- Safe operation of a variety of cleaning equipment, tools and hazardous waste removal.
- Hazards associated with cleaning compounds/agents.

Ability to:

- Clean and care for court buildings and equipment.
- Understand and follow written and oral instructions.
- Use a variety of janitorial equipment and materials.

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- Work with minimal supervision.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Provide services in the most effective and efficient manner.

OTHER JOB RELATED DUTIES:

- Performs related duties and responsibilities as assigned.

WORKING CONDITIONS

- Must be available to work evening, weekend hours and emergency call out.
- Work around cleaning supplies.
- Wear specified safety equipment when necessary.

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying.

Experience: One (1) year of experience that involves industrial or office janitorial services.

Education: Equivalent to graduation from high school.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; exposure to cold, heat, outdoors, confining workspace, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain an appropriate valid driver's license or must be able to provide self-arranged transportation to primary work location.

The employee may be required to provide proof of valid drivers license before authorized to drive vehicle on court approved business.

BACKGROUND CHECK REQUIREMENTS

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship, or legal right to work in the United States.

EXAMINATION PROCESS

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Human Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender, sex, or age in any of its programs or activities.

BENEFITS

Benefits of employment with the Superior Court, County of Madera include 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); Appointed to a permanent position shall be

An Equal Employment Opportunity

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granted 5 days credit for vacation following the completion of 6 calendar months of continuous paid full-time service and following the completion of 12 calendar months of continuous paid full-time service in a permanent position will be credited 5 additional vacation days, vacation accrual increasing thereafter with years of service (55 days max accrual); Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or defined as a "classic member", will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%.

Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 7.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of the health insurance premium for employee and 50% for either two-party or family coverage.

HOW TO APPLY

Please review the Application Guidelines for application requirements. The application is required and may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Court's Human Resources Division. Human Resources office hours are: **Monday - Friday, 8am – 5pm**. A resume may be included with the application but will **not** be accepted in lieu of an official application. The "Employment History & Experience" section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application may result in disqualification.

APPLY ON-LINE, MAILED AND E-MAIL APPLICATIONS

The application can be completed on-line by accessing the Madera Superior Court website at <https://www.madera.courts.ca.gov/general-information/job-openings>. If an application is mailed or e-mailed, the application and all required documentation must be received by the final filing date. An application may be mailed or emailed to:

**Madera Superior Court
Human Resources Division
200 South G Street
Madera, Ca 93637.**

HR@madera.courts.ca.gov

NOTE: Postmarks are not accepted.

ADA ACCOMMODATIONS

If you are a person with a disability and need accommodations during the interview process, please contact our office at (559) 416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.