



**Superior Court of the State of California
County of Kings**

**1640 Kings County Drive Hanford, CA 93230
(559)582-1010 Extension 6021**

Job Announcement

COURT CUSTODIANS

Starting Hourly Rate: \$ 18.12

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for full-time and part-time Court Custodian(s) located in Hanford, California. The selected incumbents must be available to work during swing shift hours.

ABOUT THE POSITION

- Sweeps, mops, waxes, buffs, and scrubs floors
- Wipes down various surfaces, dusts, washes and polishes furniture and woodwork
- Replenishes sanitizer, soap and paper supplies, including toilet paper, seat covers, paper towels and feminine product bags
- Empties and cleans waste and recycling receptacles
- Clean, sanitizes and scrubs walls, partitions, doors, toilets, urinals, baby-changing stations, sinks, fixtures, dispensers, receptacles, mirrors, and counters in restrooms
- Cleans outdoor patios and furniture, employee breakroom and chairs, kitchenette sinks, countertops and appliances
- Cleans windows, sills, glass doors, walls, stairwell rails and glass partitions, cobwebs and ventilation grills
- Cleans and dusts books and shelves; polishes stainless steel surfaces and other metal work
- Moves and arranges furniture and equipment for special events
- Ensures lights are turned off and doors are locked at the end of each day
- Takes care of equipment and materials used in the performance of work assignments
- May act as a Court courier for the transportation of mail
- Report to supervisor when service or repairs are needed to janitorial equipment or other facility related problems

Reasonable accommodation will be made, when requested, and as determined by the Court Executive Officer to be appropriate under applicable law. Essential duties may vary as directed by the Court Executive Officer or designee.

MINIMUM QUALIFICATIONS

Education: Formal or informal education sufficient to ensure the ability to read and write English at the level required for successful job performance.

Experience: Six months of janitorial experience.

SPECIAL REQUIREMENTS

Work irregular hours including nights and weekends. Must possess a valid California Class 'C' driver's license. Ability to qualify for security clearance through fingerprinting, traffic and criminal record background investigation, and random drug testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to forty (40) pounds; verbal communication; use of computer and telephone. Travel may be required outside of Kings County to attend training.

EMPLOYEE BENEFITS

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The court makes considerable contributions to health and retirement benefits on behalf of the employees (contributions prorated for part-time employees).

The court also provides:

- Paid Holidays- Full-time court employees receive 14 paid holidays
- Paid Sick Leave- Full-time court employees accrue 10 – 16 days (based on years of service)
- Paid Vacation Leave- Full-time court employees accrue 10 – 25 days (based on years of service)
- Holidays, sick, and vacation accruals are pro-rated for part-time employees

Health Insurance: The court offers three levels of medical coverage for employees to elect. The court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive court-sponsored medical insurance and who provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year).

Life Insurance: The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

Retirement: The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

Deferred Compensation: The court offers employees the ability to participate in 457 deferred-compensation plan.

Employee Assistance Program (EAP): The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

CLOSING DATE

Sunday, November 3, 2024, by 5 p.m.

REQUIRED APPLICATION MATERIALS:

- Letter of Interest
- Resume
- Court Application

Application materials must be submitted as a **single e-mail attachment in PDF format** to **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California
County of Kings
Attn: Human Resources Division
1640 Kings County Drive
Hanford, CA 93230
(559) 582-1010 Extension 6021

The Court Application is available on our website: [Employment | Superior Court of California | County of Kings](#)

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]