



16077 Michigan Avenue
Dearborn, Michigan 48126

Created by state law in 1968, the 19th District Court has an annual caseload greater than 70,000 cases. The court has jurisdiction within the City of Dearborn, the eighth largest city in the state and the second largest in Wayne County.

The 19th District Court is looking for a talented self-starter to join our team. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy court clerks, court security officers, probation officers and work program supervisors. You will have the opportunity to be in a professional environment that fosters career growth and the opportunity to enhance your knowledge, skills and abilities.

***The 19th District Court is an
Equal Employment
Opportunity Employer.***

EMPLOYMENT OPPORTUNITY

19TH JUDICIAL DISTRICT COURT

Announcement #04-2021

Position: Part-Time Custodian

Starting Salary Rate: \$12.00 - \$15.00 per hour (20 hours per week)

Additional incremental step increases provided based on service, successful performance and approved funding up to \$16.00.

Working hours are 4:30 p.m. to 8:30 p.m.

Closing Date: Open until filled

However, those who apply by May 14, 2021 will be given priority consideration.

POSITION OVERVIEW

Under the supervision of Court Administration, the Part-Time Custodian, an at-will position, performs a wide variety of janitorial and routine maintenance tasks in the courthouse. The employee may receive specific assignments but assume responsibility for achieving desired results.

DESCRIPTION OF WORK

Essential Duties: (These duties are a representative sample; position assignments may vary.)

- Sweeps, scrubs, vacuums, buffs and waxes floors.
- Cleans restroom facilities, holding cells and drinking fountains.
- Dusts surfaces, washes walls, washes windows, collects and carries out trash.
- Performs other custodial and cleaning tasks as necessary to maintain a clean, sanitary facility.
- Completes checklist logs.
- Reports all obvious safety hazards.
- Performs related work as required.
- Demonstrates predictable and regular attendance.

QUALIFICATIONS

High school diploma or equivalent (G.E.D.); or, any equivalent combination of training and experience to successfully perform the essential duties of the job. Related experience preferred.

Knowledge of:

- Janitorial equipment and supplies.

Skill in:

- Cleaning work areas.

Ability to:

- Perform physical labor required for cleaning duties;
- Interpret and follow oral and written instructions;
- Communicate effectively and courteously with other employees regarding janitorial and minor maintenance needs;
- Work as a team member.

PHYSICAL REQUIREMENTS

Positions in the class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing, climbing, kneeling, standing and repetitive motions. Move and lift objects less than 25 pounds.

HOW TO APPLY

To be assured consideration, applicants **must submit** the following:

- A resume.

Submit **via e-mail to** courtadministration@ci.dearborn.mi.us. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

Specify Part-Time Custodian in the e-mail subject line.

Application materials that do not adhere to the procedures for applying may not be considered.

Standard work hours for this position range starting as early as 3:30 p.m. and ending at 8:30 p.m., Monday through Friday.