

**ADAIR COUNTY  
POSITION DESCRIPTION**

**POSITION:** Assistant Custodian/On-Call

**REPORTS TO:** Full Time Custodian  
Board of Supervisors

**DEPARTMENT:** General Service

**REVISION DATE:** August 2014

**GENERAL SUMMARY**

Under general direction of the Full time Custodian or Board of Supervisors responsible for maintenance and cleaning of the courthouse and courthouse grounds.

**A. ESSENTIAL FUNCTIONS**

1. Vacuum carpeting in offices and mats in hallway
2. Dust and Mop tile floors
3. Maintain cleanliness of restrooms
4. Wash entry door windows
5. Dust offices and woodwork, etc.
6. Change light bulbs
7. Mow courtyard, remove litter daily
8. Pick up trash and recycle paper from offices daily
9. Help office personnel pack, move and store items
10. Remove snow and ice in winter on courtyard walks and steps also Veteran's Affairs office walks
11. Take courthouse mail to post office daily
12. Report repairs needed to building, plumbing, etc. to Full Time Custodian
13. Help perform minor painting
14. Help to unload supplies, paper, etc.
15. Shred office paper
16. HIPPA Compliance, NIMS training, Protocol for Suspicious Substance training and Safety training

**B. PHYSICAL DEMANDS**

Duties require frequent trips up and down 3 flights of stairs: moves furniture and file cabinets, etc.; carries supplies up to 75 lbs; shovels snow; operates riding mower and snow blower; climbs ladders; operates power tools and paper shredder.

**C. COGNITIVE DEMANDS**

Ability to work with chemical cleaners and sprays.

**D. WORK ENVIRONMENT AND EQUIPMENT**

Indoor duties are in an office environment. Some physical risk with equipment. Some work out-of-doors in adverse weather. Slippery conditions may be present outside and in.

**E. SUPERVISION OF OTHERS**

None

**F. ENTRY QUALIFICATIONS**

Can be trained on the job.

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1. Marginal functions of position that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
  4. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

# Adair County Employment Application

## PERSONAL INFORMATION

Last Name:	First Name:	Middle Name:	
Street Address:	City, State	Zip Code	
Home Telephone:		Cell Telephone:	
Work Telephone:		E-Mail Address:	
Upon employment, can you show verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 18 yrs old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony which has not been expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## POSITION APPLYING FOR:

Position Desired:	Salary Desired: \$
How were you referred? <input type="checkbox"/> Web Site <input type="checkbox"/> Newspaper <input type="checkbox"/> Employee Referral <input type="checkbox"/> Other <input type="checkbox"/> Employment Referral (provide name →)	
Have you ever applied for employment with us before? If "Yes", give dates and department/location. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you acquainted with or related to any employee of our company? If "Yes", identify by name and relationship. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Available to Start:	
Available to Work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	Days/Hours Available:

## EDUCATION

School Name	City, State	Major Course of Study	Highest Grade Diploma/Degree
High School			
College			
Business, Technical, Trade School			
Activities, Honors, Offices held that are job related (Omit those which indicate Race, Religion, National Origin, Color, Sex, Age or Disability):			
Describe other job related training completed (Omit those which indicate Race, Religion, National Origin, Color, Sex, Age or Disability):			

U.S. MILITARY SERVICE

Branch/Duty/Location	Military Specialty	Highest Rank	Special Honors/Training
			Service School Attended

WORK EXPERIENCE (begin with most recent position)

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

Employer		Address	City/State
Phone Number		Supervisor	May we Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed		Start Rate of Pay	Final Rate of Pay
From:	To:		
Work Performed			
Reason for Leaving			

State whether you have ever been terminated or suspended from any previous employment and describe the circumstances.

SPECIALIZED SKILLS (Skills/Equipment Operated)

What professional job related licenses do you hold (omit those which indicate race, religion, national origin, color, sex, age or disability)?

Typing Ability?	Dictation Ability?	Ten Key Ability?	
<input type="checkbox"/> Yes <input type="checkbox"/> No wpm	<input type="checkbox"/> Yes <input type="checkbox"/> No wpm	<input type="checkbox"/> Yes <input type="checkbox"/> No wpm	

**ADDITIONAL INFORMATION**

<b>Would You Consider Relocation?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes   If yes, please list restrictions:	
<b>Would You Travel if Necessary?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes   If Yes, please list restrictions:	

**PERSONAL REFERENCES**      Give name of three persons to whom you are not related and by whom you have not been employed.

NAME/ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN

**CONDITIONS FOR EMPLOYMENT:**

Please read the following statements carefully as they constitute conditions for employment.

<p>1. The information that I have provided on this application is accurate and true to the best of my knowledge.</p> <p>2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment, or if employed, immediate termination from employment.</p> <p>3. The persons, schools, current and prior employers (if approved by me in the Employment History section), and other organizations or employers named in this application are authorized by me to verify the information I have provided and to provide information that maybe requested. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability rising from the disclosure of any of the above information whether in writing or orally, and further waive and release this company from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.</p> <p>4. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.</p> <p>5. In the event that I am employed, I agree to conform to all company rules and regulations. I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand and agree that either the company or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-will term of my employment will not change. I understand that no one other than the Board of Supervisors of the County may enter into any agreement with me contrary to the foregoing and that any such contrary agreement must be in writing and signed by the Board of Supervisors.</p> <p>6. Although the company makes every effort to accommodate individual preferences, business needs may make the following conditions necessary: Overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and/or Sunday. I understand and accept these as conditions of my employment.</p> <p>7. I agree to protect confidential information while being employeed with the county.</p>
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Signature	Date