

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 23-004B CUSTODIAN

APPLICATIONS ACCEPTED CONTINUOUSLY

CANIDATES MAY ONLY TEST ONCE BETWEEN JANUARY - DECEMBER OF EACH CALENDAR YEAR.

VACANCIES: This examination will be used to fill future vacancies as they occur within Jefferson County, Jefferson Community College and various school districts within Jefferson County.

SALARY: \$17.10 - \$20.38/hr. (Jefferson County Offices only)
For information on vacancies or salaries in a particular school district, contact the Board of Education of the school district.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

LAST FILING DATE: September 30, 2023

EXAMINATION DATE: October 21, 2023

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

One year of experience in the maintenance or cleaning of buildings.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Sweeps, mops, vacuums, and washes floors and stairs;
Uses heavy mechanical equipment in stripping, waxing, and polishing floors;
Dusts chairs, tables, desks, and other furniture;
Polishes furniture and brass;
Empties wastebaskets and collects and disposes of trash;
Arranges chairs and tables and other equipment for special use of building;
Repairs window shades, replaces light bulbs, soap, and towels;
Moves furniture, supplies, and other equipment;
Cleans walls, bath fixtures, equipment, and furniture;
May clear snow and ice from walks;
Mows lawns, trim shrubs, rakes leaves, and performs a variety of other groundskeeping tasks as assigned;
May assist in the operation and maintenance of an oil- or gas-fired low-pressure heating system;
Washes windows, walls, blackboards, sinks, and other fixtures;
Makes minor plumbing, carpentry, painting, and electrical repairs;
Prepares and maintains simple records and reports.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **Cleaning Tools and Their Uses:** These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
2. **Tools Used for Minor Maintenance and Repair:** These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
3. **Health and Safety Issues in Custodial Work:** These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety, which can be found in the work area. You are required to recognize any unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

NOTE: Copies of the publications “*How to Take a Written Test*” and “*Guide to Taking the Written Test for Entry-Level Custodians*” are available by requesting a copy from the Department of Human Resources, or may be downloaded from the NYS Department of Civil Service website:
<https://www.cs.ny.gov/testing/testguides.cfm>

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

ELIGIBLE LISTS: Candidates who meet the qualifications, and pass this examination, will have their names placed on the Eligible List, in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the Eligible List for one year. Appeal of ratings will not be allowed.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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