



## Vacancy Announcement

**Position:** Inside Custodian Assistant

**Date Posted:** July 12, 2021

**Closing Date:** July 30, 2021

**About the Position and Department:** The Inside Custodian Assistant performs work in our Courthouse. This position is under the direct supervision of the Inside Custodian Supervisor. This is a twenty (20) hour a week position, Monday – Friday.

**Position Overview:** This position performs a variety of tasks in cleaning and providing basic maintenance for the Fallon County Courthouse. This work is primarily manual labor such as cleaning floors, carpets, bathrooms, walls, windows and removing trash to ensure the Courthouse is a clean, safe, and professional setting.

**Required Education and Experience:** Employment with Fallon County requires a high school diploma or equivalent. Must be at least eighteen (18) years of age.

**Preferred Education and Experience:** A minimum of one (1) year of experience in a commercial janitorial setting is preferred.

**Additional Eligibility Qualifications:** Must possess or obtain a Montana driver license within thirty (30) days of employment. This position may utilize a County vehicle and is subject to a motor vehicle driving history review.

**Applicant Pool Statement:** If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

**How to Apply:** Applications and a complete job description are available at the Human Resources office, 10 W. Fallon Avenue, Baker, Montana or online at [www.falloncounty.net](http://www.falloncounty.net). Submit completed applications (resumes optional) by the closing date to: Human Resources Manager, PO Box 846, Baker, Montana, 59313. Questions may be directed to Lynda Herbst 406-778-8145 or Julie Straub 406-778-8164.

*This vacancy announcement provides a brief overview of the position for recruiting purposes and is not intended to as a full description of the work, competencies, and qualifications. For a complete job description, please contact Human Resources.*

*Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. The information contained on employment applications is sought in good faith. It will not be used to discriminate against any applicant for employment in violation of state or federal law.*