

**UPSHUR COUNTY JOB OPPORTUNITY
ANNOUNCEMENT**

DATE: January 7, 2025
Open Until Filled

POSITION: Full-Time Cleaning Staff

DEPARTMENT: Building Maintenance

SALARY: \$1183.33 Semi-monthly

DUTIES:

- General cleaning (sweeping, mopping, dusting, cleaning restrooms, etc.)
- General sanitizing of county courtrooms, offices, etc.
- Other duties as assigned/required

REQUIREMENTS:

- Must be at least 18 years of age;
- High school diploma or its equivalent;
- Ability to understand and carry out oral and written instructions, and request clarification when needed;
- Ability to walk/stand for extended periods of time
- Must be able to lift and carry 25 lbs. effectively and safely

To be considered you must complete an employment application in full and turn it into the Upshur County Treasurer's Office. Application is accessible on the County website, www.countyofupshur.com, or can be picked up at the temporary Upshur County Courthouse building located at 150 E Jefferson St., Gilmer, TX. If you have completed an application in the last two years, you can notify the Treasurer's Office that you want to be considered for this position. Have your month and year of application filing date and your application will be pulled and put in the group to be considered.

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.