

**UPSHUR COUNTY JOB OPPORTUNITY
ANNOUNCEMENT**

DATE: November 15, 2022
Open Until Filled

POSITION: Temporary Full-Time Cleaning Staff**

DEPARTMENT: Building Maintenance

SALARY: \$1083.33 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

To be considered you must complete an employment application in full and turn it into the Upshur County Treasurer's Office. 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.

**This position is funded by ARPA grant funds for 1 year. Continued employment beyond this time will be contingent upon the availability of funds, satisfactory job performance and the needs of the department.

UPSHUR COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.