



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 40101

POSITION TITLE: SENIOR CUSTODIAL AIDE **JG: 9**

LOCATION: COURT OF APPEALS
20 Eagle Street, Albany, NY 12207

HOURS: Monday to Friday - Night Shift (Midnight to 8am)

BASE SALARY: \$34,248

CLASSIFICATION: EXEMPT

QUALIFICATIONS: One year as a Custodial Aide; or Successful completion of the twelfth grade or equivalent; or An equivalent combination of education or experience.

DISTINGUISHING FEATURES OF WORK:

Senior Custodial Aides work under direct supervision of the Building Manager, Deputy Building Superintendent, and Principal Assistant Building Superintendent. Senior Custodial Aides work in the Court of Appeals Hall and Centennial Hall where they are responsible for performing routine housekeeping, painting, patching, staining, plastering, upkeep of the walls, ceiling, woodwork, grounds keeping, and maintenance tasks. They also perform other related duties.

ASSIGNMENT:

This position will be assigned custodial and janitorial tasks in the Court of Appeals Hall and Centennial Hall where the successful candidate will assist with keeping the buildings in a clean and orderly condition. Typical duties including cleaning floors, gathering and emptying trash, vacuuming, notifying managers of needed repairs, and other related housekeeping duties.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume by email to COAHR@nycourts.gov or by mail to:

Lisa LeCours
Clerk of the Court
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: May 26, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 30, 2022

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
