

Job Title: Courthouse Maintenance Coordinator

Type: Full-time

Posted Date: September 15, 2021

Closing Date: September 30, 2021

Salary: Dependent on experience

Preferred Qualifications:

Minimum high school diploma or GED; Up to five years previous custodial/maintenance experience.

Job Duties:

Under the direction of the Cavalier County Commission, this position is responsible for custodial work and services required for the cleaning and maintenance of courthouse, grounds, and surrounding buildings, and other duties as assigned. Full job description available upon request.

In order to be considered, applicants must submit the following materials:

- Completed Cavalier County Employment Application available on county's website: <https://tinyurl.com/yetd2hx7> or available at the Cavalier County Auditor's Office.

Submit application materials to the following:

- Cavalier County Commission
c/o Lisa Gellner - Auditor
901 3rd St - Suite #15
Langdon, ND 58249

All offers of employment will be contingent on successful completion of pre-employment background check, pre-employment drug and alcohol test, and reference checks.

Applicants claiming ND veteran's preference must submit documentation proving their ND residency and eligibility under NDCC 37-19.1 by submitting the following:

- Veteran may submit a Form DD-214;
- Disabled Veteran must submit a Form DD-214 and a current statement of disability from the Veterans Administration which is less than 1 year old;
- Spouse of Disabled Veteran must submit a Form DD-214, a copy of the marriage certificate, and a current statement of disability from the Veterans Administration which is less than 1 year old; or
- Spouse of a Deceased Veteran must submit a Form DD-214, a copy of the marriage certificate, and a copy of the veteran's death certificate.

Applications for public employment will be confidential unless deemed a finalist per NDCC 44-04-18.27.

Equal Opportunity Employment: Cavalier County does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services.