



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: CLEANER

### YATES COUNTY IS SEEKING APPLICANTS FOR *CLEANER* TO FILL 1 VACANCY

<b>Type of Appointment:</b> <b>Position Status:</b> <b>Classification:</b>	Permanent Full Time Labor	<b>Rate of Pay:</b>	\$19.59 per hour
<b>Location:</b> <b>Department:</b>	Yates County Buildings & Grounds	<b>Contract:</b>	CSEA, Group I
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	Not Applicable
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	Not Applicable
<b>Posted:</b>	May 27, 2025	<b>Application Deadline:</b>	June 11, 2025

### CLEANER - JOB DESCRIPTION

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing repetitive manual cleaning tasks. The work is performed under direct supervision in accordance with established procedures. Does related work as required.

#### **TYPICAL WORK ACTIVITIES (Illustrative Only):**

- Dust chairs, tables and other furniture;
- Sweeps, mops, waxes and washes floors;
- Washes windows, walls and woodwork, tubs, bowls and water closets;
- Refills soap, towels and soap dispensers;
- Reports defective fixtures or mechanical equipment to supervisor;
- Gathers and disposes of refuse and recycling;
- Cleans and polishes furniture and brass;
- May perform a variety of building maintenance or repair tasks;
- May deliver packages;
- Performs other duties as assigned.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Working knowledge of common cleaning methods, materials, and equipment;

Working knowledge of recycling procedures;

Ability to understand and follow simple oral and written instructions;

Ability to perform routine cleaning tasks;

Physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

None are required.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**