

POLICE MATRON

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and escorting female inmates in the custody of a village police officer. Immediate supervision is received from a police officer. Due to the nature of the work, employees in this class must be female. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Escorts female inmates to and from jail and court;

Makes reports to supervisor on the condition and behavior of inmates;

Assists in caring for sick inmates;

Supervises searches of inmate cells for contraband;

Attends seminars and training sessions in corrections methods.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to supervise a small number of female inmates; ability to follow simple oral and written instructions; ability to work with others; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

ULSTER COUNTY
4930 POL MATRON
Classification: Competitive
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Adopted: July 17, 1990