

## POLICE MATRON

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is primarily responsible for the routine guarding and care of female prisoners. The work is unusual, in that an incumbent must reside within a reasonable distance from the Police Station and be ready to respond to any call-out at any hour of the day or night. An employee in this class works under the immediate supervision of a police officer. A Police Matron does related work as required.

### TYPICAL WORK ACTIVITIES:

- Books and searches female prisoners;
- Accompanies female prisoners to and from court, following their arrest, and in transit to a correctional facility;
- Makes arrangements to provide for needs of prisoners and to carry out reasonable requests;
- May administer first aid.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the principles of first aid; ability to get along well with others; ability to understand and carry out oral and written instructions; mental alertness; firmness; dependability; excellent moral character; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and be a woman who is not less than twenty (20) years of age at time of appointment

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/19/01