

Herkimer County

## **POLICE MATRON**

**GENERAL STATEMENT OF DUTIES:** Has charge of women prisoners while they are detained in the Village jail; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this position are responsible primarily for the routine caring for women prisoners and juveniles. Work is performed under the direction of the Police Chief.

**EXAMPLES OF WORK: (Illustrative Only)**

- Searches and attends female prisoners brought to the Village jail;
- Escorts women prisoners to court, clinics, hospitals and other places as directed;
- Cares for juveniles held at Village Hall;
- Makes periodic inspections of women prisoners;
- Administers first aid as required;
- Keeps records and makes reports of activities.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of principles of first aid; mental and physical alertness; ability to get along well with others; ability to obtain the confidence and cooperation of others; initiative; mental stability; ability to understand and carry out oral and written directions; honesty; dependability; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from high school; or any equivalent combination of experience and training.