

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 the 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.