

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: POLICE MATRON

TITLE #: 1473

DISTINGUISHING FEATURES OF THE CLASS: This is routine security work involving the guarding, searching and escorting of female prisoners. The work is performed in accordance with established policies and procedures under the general supervision of a police official. Does related work as required.

TYPICAL WORK ACTIVITIES:

Escorts, searches and guards female prisoners;

Assists in the processing of female prisoners;

Prepares records, documents and reports;

May be required to assist with processing male prisoners;

May operate two-way radio communication system and/or New York State Police Identification Network (NYSPIN) terminal;

May be required to assist with a variety of police related documents, records and reports;

May monitor incoming and outgoing visitors, mail and packages;

May supervise female prisoner details.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of correction practices and procedures; working knowledge of New York State Penal Code and Code of Criminal Procedures; skill in the use of self defense techniques; skill in the use of firearms; skill in operating a motor vehicle; ability to understand and follow oral and written instructions; ability to communicate effectively; ability to work under adverse conditions; ability to get along with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from high school or possession of a high school equivalency diploma; OR

(B) Four (4) years of general work experience.

SPECIAL REQUIREMENT: Must possess and maintain a valid New York State Driver's license in a class deemed appropriate by the appointing authority at time of appointment.

JURISDICTIONAL CLASSIFICATION: Part-time - Non-Competitive
Full-time - Competitive

ADOPTED: 8/15/63

REVISED: 3/11/83

Revised: 1/29/03 mf