

Department: Sheriff's
Classification: Non-Competitive (CSC requested)
79
Grade: 7

SPEC DISK D4
DOCUMENT

MATRON

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for monitoring female prisoners as needed. Work procedures are well defined and incumbent must be alert to possibilities of an emergency situation and use sound judgment in dealing with problems. Work is performed under general supervision of a Deputy Sheriff or higher ranking officer. The incumbent does related work as required.

NOTE: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

In assisting Deputy Sheriff or higher ranking officer:

Escorts female prisoners to court;
Searches inmates and confiscates contraband;
Is responsibility for the security and supervision of inmates until they are moved to other facilities;
Assists in transporting prisoners to areas where the court directs;
May be required to assist in making written reports;
May escort jurors to and from meals and jury room.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to deal firmly with prisoners; good powers of observation; ability to follow and communicate written and oral directions; good knowledge of first aid procedures; sound judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma or comparable diploma described in Section 58 of the Civil Service Law.