

Notice of Job Opening

Position: Matron

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

<u>Department:</u>	Police
<u>Number of Vacancies to be filled:</u>	1
<u>Rate of Pay:</u>	\$36,593 annually at entry level up to \$43,693 after six years of service
<u>Schedule:</u>	40 hours Tues-Fri 12am-8am, Sun/Mon Off
<u>Application Deadline:</u>	Until Filled All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

Background Check: **The City of Albany will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.** Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article 23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

MATRON

DISTINGUISHING FEATURES OF THE CLASS: This is routine penal work involving the custody, discipline and supervision of female prisoners. Work involves responsibility for receiving, searching and custody of females in a police station or for supervising their confinement and work activities in a correctional institution. Employees in this class are assigned to definite posts or tours of duty on an assigned shift. Work is routine and is performed in accordance with established procedures and policies and under constant supervision and personal inspection by superiors.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains order and discipline;
- Maintains constant watch for and reports unusual conditions or disturbances;
- Takes required action to prevent escapes or suppress disorders;
- Supervises inmates in general housecleaning duties and other work details;
- Makes general inspection of institution units for sanitary conditions and for possession of contraband;
- Confers with authorities on difficult disciplinary problems;
- Makes provision for inmates' food, clothing and medical attention;
- Supervises visits with inmates;
- Receives into custody and searches prisoners for evidence, weapons or other contraband, or personal effects to be held for safekeeping;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Some knowledge of the methods, materials and equipment used in institutional housecleaning;
- Ability to enforce rules, regulations and disciplinary measures with firmness and impartiality;
- Ability to supervise a group of women inmates and secure their cooperation in the execution of assigned tasks;
- Ability to remain alert at all times and to act quickly in emergencies;
- Ability to keep routine records and make reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of grammar school.