

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.