



**JOB POSTING – July 1, 2024
DEADLINE- Until Filled**

Job Title: Matron

Department: Police Department

Reports to: Chief of Police

Job Summary:

Search and monitor female arrestees and detainees. Provide female arrestees with access to food, phone calls, blankets, or personal items when requested by police personnel. Ensure the well-being of all female prisoners. Take possession of all articles of contraband and process all property in accordance with departmental policy. May be requested from time to time to assist with monitoring of children or juveniles in non-custody situations. Maintain the efficiency and effectiveness of all areas under her direction and control. Report notable situations to the Commanding Officer.

Supervisory Responsibilities:

- None

Supervision Received:

- Work is performed under the general direction of the Chief of Police or the Officer in Charge; all unusual situations or questions are referred to supervisor

Required Skills/Abilities/Knowledge:

- Female
- At least 18 years of age
- Ability to maintain confidentiality.
- Must be able to read and follow instructions and communicate effectively in writing and orally.
- ***Must be able to report to Police Headquarters within a reasonable period of time upon short notice at any time of the day or night.***
- Ability to work nights, weekends, and holidays.
- Must be able to pass a background check including a Criminal Offender Record Information (CORI) check, psychological evaluation, and drug test.
- The successful applicant must be able to attend training as required by state law.

Knowledge, skills, and abilities preferred:

- Bilingual English-Spanish preferred.

Education, certification, licensure, or other similar requirements:

- High School Diploma or equivalent.

Physical Requirements:

- Performs searches of female prisoners' belongings and person.
- Regularly required to access all levels of the Holyoke Police Station.
- Operates standard office equipment.
- While performing the duties of this job, the employee is frequently required to stand, sit, and use hands.
- The employee is occasionally required to walk, reach with hands and arms, and talk or hear.
- The employee must occasionally lift and/or move up to 20 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Certification, Licensure and Experience:

- No experience required.

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Employment status & Hours: Per Diem, (no set schedule) on call for all shifts including days, evenings, overnights, weekends, and holidays.

Salary/Pay rate: \$ 18.00 per hour (Ordinance)

Employee Benefits: None

How to Apply: Please send resume and cover letter to Personnel@holyoke.org