

Police Matron **(Part-Time)**

The City of Troy is seeking applications and resumes for the position of Police Matron.

The part-time hourly rate for this position is: \$12.50

Employees in this position are responsible for the routine care of female prisoners at the city detention facility. Work is performed under the direction of the Police Chief or his designee.

Typical Work Activities: (Illustrative Only)

- Searches and attends female prisoners brought to the city detention facility;
- Escorts women prisoners to court, clinics, hospitals and other places as directed;
- Makes periodic inspections of women prisoners;
- Keeps records and makes reports of activities.

The position involves mental and physical alertness; ability to get along well with others; ability to obtain the confidence and cooperation of others; initiative; mental stability; ability to understand and carry out oral and written directions; reliable transportation and flexibility of working hours; honesty; dependability; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma.

Note: The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.

Please forward applications and/or resumes to: Personnel Office, City of Troy, 433 River St, Troy, NY 12180; OR to employmentopportunities@troyny.gov; OR fax to 518-268-1686