



WILLIAM LANTIGUA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

*City of Lawrence
Personnel Department
City Hall Room 303
200 Common Street
Lawrence Massachusetts 01840*

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Position/Title: Matron
Department: Police Department
Salary/Pay Grade: \$9.00 per hour weekdays
\$13.50 per hour on weekends and holidays
Hours of Work: Part-time, flexible, on-call position

Duties and Responsibilities: Reports directly to the Officer-in-Charge. Ensures the safety and well being of any and all prisoners being held in the Women's Detention area, including all female and/or juvenile prisoners. Provides personal supervision of said prisoners for the allotted shift. Ensures security of prisoners' personal belongings until they are released and/or until the shift change. Assists officers in search and booking procedures as requested. Attends location searches and/or hospital details as requested. Travels with police officers for transport of female prisoners as requested. Attends court proceeding as requested. Performs other duties as assigned by supervisor.

Qualifications: Minimum 18 years of age. Willingness to complete CPR/First Aid and Suicide Prevention certification. Bilingual (English/Spanish) preferred.

Appointing Authority: _____
William Lantigua, Mayor

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.