



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: November 29, 2022

APPLICATION DEADLINE: 12/29/2022 or until position is filled

POSITION: Police Matron		DATE POSITION WILL BECOME AVAILABLE: Immediately	
DEPARTMENT: Police	REPORTS TO: Captain – Operations Officer	SALARY: \$15.00-\$20.00/hour	
POSITION TYPE: Part-Time/On-Call	SCHEDULE: On-Call/Varies/May include nights & weekends		

PRINCIPAL DUTIES:

Under close supervision of the on-duty Sergeant/Officer-in-Charge will assist with the supervision, processing, searching and transportation of female or juvenile suspects. Does related tasks as required.

JOB REQUIREMENTS:

- Ensures the well-being and safekeeping of all female prisoners.
- Searches all female prisoners when required; takes possession of all articles of contraband; processes all property in accordance with departmental policy.
- Accompanies all female prisoners while being transported.
- Responsible for the well-being and safekeeping of juvenile suspects/DYFS victims brought into the police department.
- When requested, works with trained personnel on special cases of a sensitive nature involving females.
- Communicates all significant information to the Police Chief or Officer in Charge.
- Provides Victim/Witness support.
- Basic knowledge of public safety operations.
- Thorough knowledge of business English, spelling and arithmetic.
- Ability to maintain confidentiality.
- Ability to multi-task.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to work under pressure, and to organize and perform work independently.
- Ability to express a willingness to help others.
- Ability to handle emergency situations calmly, promptly and efficiently.
- Ability to communicate effectively with children.
- Ability to think clearly in crisis situations.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education: Any combination of education and experience equivalent to graduation from high school.

Licensing &/or Certifications: Required to attend a training session as offered by the Somerset County Police Academy or equivalent and in-service training/familiarization.

Special Requirements: A valid appropriate driver's license.

CONTACT: Send **resume and cover letter** to employment@bernards.org. All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.