



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

DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

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

### EMPLOYEE JOB POSTING

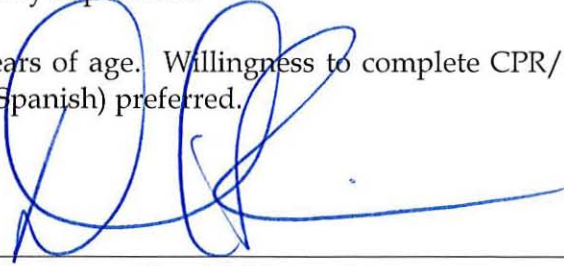
**Position/Title:** Cell Attendant (On Call List)  
**Department:** Police Department  
**Salary/Pay Grade:** \$12.50 per hour weekdays  
\$17.00 per hour on weekends and holidays  
**Hours of Work:** Part-time, flexible, on-call position

---

**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: \_\_\_\_\_

  
Daniel Rivera, Mayor

Posted: April 12, 2017

Closing Date: Continued Open

**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.