Security Associate: Security Associate I

Produces employee and guest badges, identification cards, and security reader cards. Processes security information and data for employment records, security clearances, and property control. Collects and submits electronic fingerprints, handprints and optical reading into systems. Maintains lock and key records. Processes visit authorizations for employees and guests to gain access to restricted areas. Verifies accuracy of information prior to issuing clearances. Maintains controlled security documents and information.

Knowledge
Must possess good communication skills and knowledge of various computer software with proficiency in Microsoft Office products. Must have knowledge of all facets of office administration tasks and good analytical skills. Requires comprehensive knowledge of company policies, procedures, forms, organization, etc., and a high degree of initiative, judgment, discretion, poise and ability in carrying out assigned duties.

Supervision Received
Work is closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff.

Consequence of Errors
Contributes to the completion of routine task-related activities. Errors do not typically have a major effect on the organization.

Contacts
Contacts are primarily with immediate supervisor, project leaders, and other professionals in the section or group.

Minimum Education and Experience
1+ year of directly related experience with Associates Degree in Business Administration or related field. Minimum of one year of office administration experience with proficiency in Microsoft Office products, including Outlook, Word, PowerPoint and Excel. Preferred one year security-related experience with proven ability to follow detailed instructions and procedures, react responsibly in stressful situations, and communicate clearly and logically both verbally and in writing. Able to interact with all levels of people in a tactful and diplomatic manner to obtain compliance with rules, regulations, and procedures. Requires a good typing speed with acceptable accuracy.