

Security Associate: Security Associate II

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. Knowledge of the basic security requirements for safeguarding government classified information.

Supervision Received

Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment, overall adequacy and accuracy.

Consequence of Errors

Contributes to the completion of milestones associated with specific projects. Failure to achieve results and/or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources.

Contacts

Primarily internal company contacts. Infrequent inter-organizational and outside customer contacts on routine matters.

Minimum Education and Experience

3+ years of directly related experience with Associates Degree in Business Administration or related field. Proficiency in Microsoft Office products, including Outlook, Word, PowerPoint and Excel. Requires a highly proficient typing speed with minimal errors. Preferred one year security-related experience with proven ability to follow detailed instructions and procedures, react responsibly in stressful situations, 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.