

Security Associate: Security Associate III

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 only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.

Consequence of Errors

Contributes to the completion of specific programs and projects. Exerts some influence on the overall objectives and long-range goals of the organization. Failure to obtain results and/or erroneous decisions or recommendations would typically result in serious program delays and considerable expenditure of resources.

Contacts

Represents organization as prime contact on projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

Minimum Education and Experience

5+ years of directly related experience with Associates Degree in Business Administration or related field. Mastery of Microsoft Office products, including Outlook, Word, PowerPoint and Excel. Requires a highly proficient typing speed with minimal errors. 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.