

Security Associate: Sr. Security Associate

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

Work is performed with appreciable direction. Exercises some latitude in planning, scheduling and arranging own activities in accomplishing objectives. Independently determines and develops approach to solutions. Work is reviewed for desired results.

Consequence of Errors

Plans and conducts assignments, generally involving more than one project. Errors in judgment or failure to achieve results would typically result in the expenditure of company resources and result in serious program delays.

Contacts

Serves as consultant to management on major matters pertaining to its policies, plans, and objectives.

Minimum Education and Experience

8+ 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.