

# 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.

Level 1		Level 2		Level 3		Level 4	
Security Associate I		Security Associate II		Security Associate III		Sr. Security Associate	
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.	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.	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.	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.	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.	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.	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 closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff.	Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment, overall adequacy and accuracy.	Works under only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.	Works under only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.	Works under only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.	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.	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	Contributes to the completion of routine task-related activities. Errors do not typically have a major effect on the organization.	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.	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.	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.	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.	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.	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	Contacts are primarily with immediate supervisor, project leaders, and other professionals in the section or group.	Primarily internal company contacts. Infrequent inter-organizational and outside customer contacts on routine matters.	Represents organization as prime contact on projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.	Represents organization as prime contact on projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.	Represents organization as prime contact on projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.	Serves as consultant to management on major matters pertaining to its policies, plans, and objectives.	Serves as consultant to management on major matters pertaining to its policies, plans, and objectives.

	Level 1	Level 2	Level 3	Level 4
	Security Associate I	Security Associate II	Security Associate III	Sr. Security Associate
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.	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.	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.	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.