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# Example of Access Control Specialist Job Description

Our growing company is looking for an access control specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for access control specialist

* Implementing and maintaining Excel spreadsheets
* Monitor and control access of employees and visitors in and out of restricted areas by ensuring positive personnel identification
* Ensure prohibited and restricted items are not brought into or leave the building
* Interact with and assist employees and visitors with directions to various locations and provide other customer service functions
* Observe and report security and emergency/safety situations to appropriate company or government officials
* Intervene directly only in situations which require minimal action to safeguard property or persons
* Utilize computers to access and update information
* May use equipment to produce and issue identification cards
* May operate metal detectors or other detection equipment
* May monitor closed circuit television systems, intrusion detection or fire alarm systems, and notify response personnel as necessary

## Qualifications for access control specialist

* Participate in periodic training activities
* Position may require local travel (within 25 mile radius)
* Ability to prepare detailed written reports and fill out forms
* Ability to make independent decisions in a quick and decisive manner using good judgement
* Ability to establish and maintain effective working relationships with supervisors, co-workers, and government personnel
* Must be able to pass pre-employment and periodic testing, including a physical examination, medical and drug screening, testing for reading and comprehension