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# Example of Security Spec Job Description

Our innovative and growing company is searching for experienced candidates for the position of security spec. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for security spec

* Develop, review and maintain Program Protection Plans, Security Classification Guides and Policy documents
* Provide classification management support and reviews
* Develop, maintain and provide program indoctrination briefings
* Create, implement and maintain security education and training program(s)
* Review incident reports and actions taken, and conduct investigations and follow-up if necessary
* Attend and support program team meetings and provide program guidance, decision, policies and procedures
* Liaison with Intelligence Community (IC) agencies as required
* Oversight of the processing of visit requests and certifications
* Oversight of the processing of new employee security clearances to include actions within government systems of record
* Responsible for interpreting policies and develops/implements appropriate security plans and procedures

## Qualifications for security spec

* General knowledge of military C4I/IT products required
* MUST have an active DoD Secret security clearance, with the ability to obtain and maintain a Top Secret security clearance along with additional security accesses
* Bachelor’s Degree and 8 years of experience in Information Assurance (IA) or equivalent
* Bachelor’s Degree and two (2) years of experience in Information Technology (IT) or Information Assurance (IA) in a classified environment
* Of IA Policies and Procedures
* Understanding of basic emergency care