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# Example of Security Spec Job Description

Our company is hiring for a security spec. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for security spec

* In charge of area and container access
* Responsible for writing and reviewing incident reports
* Responsible for covering breaks at the front desk
* Assists AFSO with Closed Area construction requirements and certification
* Create and modify badge accounts
* Monitors key control
* Defines, creates, and maintains the documentation for assessment and authorization of information systems in accordance with government requirements
* Manage, track and report on the progression of investigations required to process personnel for initial, PR, and cross-over clearances
* Conduct file maintenance (including purging, imaging and archiving), data base entry, and quality control of investigations
* Conduct National Agency Checks, coordinate with DoD and IC security organizations

## Qualifications for security spec

* Experience troubleshooting technical problems with customers over the phone
* Ability to exercise strong judgment in dealing with sensitive and confidential matters
* Retain and understand basic medical life-saving concepts and deliver life-saving steps over the phone during customer’s medical emergencies
* Must possess strong decision-making skills and the ability to analyze problems with great attention to detail
* 6 months of customer experience in a call center environment preferred
* Availability to work a flexible schedule which includes all hours of call center operation in a 24/7 environment, with or without reasonable accommodation