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# Example of Security Specialist Job Description

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

## Responsibilities for security specialist

* Coordinate the facility schedule, planning access for small and large project teams
* Answers, screens and directs all incoming calls in timely and courteous manner to appropriate personnel
* Perform Code Migration to secure repository
* Handle both re-active (customer call) and pro-active (monitoring) incidents
* Provide root cause analysis (RCA)
* Examine driver reports to determine if drivers are following driver release guidelines (i.e., package left without a signature)
* Follow drivers on their deliveries to observe and verity driver release discrepancies
* Recognize when outside resources and vendors should be utilized
* Pull video footage for sites if needed in case of break in, theft, or employee related issue
* Edit video footage for branches or law enforcement in the case of break in, theft, or employee issue

## Qualifications for security specialist

* Strong Security Experience and Security Delivery
* Knowledge of Mobile Security, Cloud and General Enterprise Security Best practices
* Familiarity with Light Weight Directory Access V3 protocol, JavaScript
* He/She will be providing Consulting Services for Security Products
* ArcSight product knowledge and certification
* Minimum 12 years of experience in managing, operating and running SOC for in-house customers