



Example of Security Support Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of security support. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for security support

- Packaging and shipping COMSEC material via Federal Express, Registered Mail, and Defense Courier Service (DCS)
- Processing classified outgoing visit request
- Verifying that base travelers hold required valid/active clearance level for visits
- Updating Visit Request information in Joint Personnel Adjudication System
- Verifying incoming visits to NAWCWD in JPAS
- Signing incoming badge requests
- Verifying visiting personnel have the appropriate clearance level for classified visits
- Coordinating security travel requirements with personnel on travel, office managers and the security office/command of the visiting organizations
- Provide support for ODNI, the IC, and the DoS in functional areas such as technical, physical, and information security, to include reviewing OSPB standards and ODNI policy to ensure appropriate protections for national security information, based on current technologies, capabilities and conditions
- Prepare periodic status reports on construction progress, completion forecasts and issues that may require management intervention

Qualifications for security support

- Understanding and ability to ask open-ended/close-ended and probing questions
- Keeps track of billing and service at store locations involving equipment
- Assists with case investigations involving low to zero dollar loss, and conduct minor investigations when necessary
- Creates and updates departmental logs
- Excellent written/oral English communication skills coupled with strong interpersonal and communication skills