Position Description for Access Control Assistant

BASIC FUNCTION OF POSITION

The primary mission of Access Control Assistant is to provide protection for AIT personnel and to protect AIT facilities and equipment from damage or loss due to violent attack, theft or unauthorized access. The Access Control Assistant shall act as an early warning signal to the Regional Security Office (RSO) and other AIT security personnel.

MAJOR DUTIES AND RESPONSIBILITIES	**% OF TIME**
Access Control Assistance:	100%

a. Control access to AIT facilities and properties, protect life, maintain order, resist criminal attacks against AIT personnel, visitors, dependents and property, and resist any other form of violent attacks against these same personnel to include terrorist attacks.

b. Must be able to demonstrate a working knowledge of the post's emergency action plans (fire, bomb, intruder, etc.). Additionally, the Access Control assistant must demonstrate a working knowledge of the technical security systems and access control devices maintained in Post 1. The Access Control assistant must also be familiar with AIT's emergency notification system, communication system and post emergency action plans as stated above.

c. Where appropriate, the Access Control assistant will maintain in a neat, orderly, legible fashion, all logbooks, ledgers, record books, incident reports, or any other written record of duties performed or of any security event.

d. Will not offer or divulge any information about AIT operations or personnel to anyone. They will report any attempt by individuals to solicit information regarding U.S. Government personnel or facilities immediately to the RSO. The Access Control assistant will not provide information about AIT personnel or facilities to anyone without the specific approval of the RSO.

e. Take complete charge of duties from the Access Control assistant he or she relieves, including the post logbooks and all other equipment maintained at the post. The Access Control assistant will brief and pass on any special instructions to their relief person concerning outstanding or significant events that occurred during the previous shift.

f. Identify and make the proper log entries for visitors and other appropriate persons to AIT facilities. Furthermore, the Access Control assistant will issue appropriate access control identification badges according to AIT and RSO policies.

g. Ensure that only authorized persons displaying a valid form of identification and legitimate visitors enter the area under their control. The Access Control assistant will not hesitate to challenge persons

who do not have proper identification or who attempt to avoid specified access control procedures or policies.

h. Handle emergency notifications in accordance with standard AIT policies; e.g. Warden Net, Duty Officer or emergency action plan callout procedures.

QUALIFICATIONS REQUIRED

Education: High School diploma or GED equivalent is required.

Prior Work Experience: One year general security related experience is required.

Post Entry Training: Would receive briefing on Post 1 standard operating procedures; and, AIT's emergency action plans.

Language Proficiency: Level IV English language is required.

Job Knowledge: A basic understanding of security related duties and functions. Basic understanding of electrical and mechanical plans as they relate to security related equipment.

Skills and Abilities: Strong computer skills; ability to understand operation of security related equipment.

Other: This position is designated as a *sensitive position*. Must be able to meet and maintain the requirements for a Top Secret security clearance in accordance with Department of State standards. Must be willing to work nights and weekends, if required.

POSITION ELEMENTS

Supervision Received: Direct supervision received from the ARSO.

Supervision Exercised: None

Available Guidelines: Standard written procedures for Post 1 operations; AIT's emergency action plan; U.S. Department of State's Residential Security Standards; Residential security checklist. Written RSO procedures.

Exercise of Judgment: The access control assistant must exercise judgment as it relates to imminent threat notification, implementation of emergency notification system, and application of security standards as they apply to existing or prospective properties.

Authority to Make Commitments: None

Nature, Level, and Purpose of Contacts: This position requires contact with all AIT sections concerning office security, access control issues and emergency notification. Level of contact is minimal.

Time Expected to Reach Full Performance Level: 4 months