

13. BASIC FUNCTION OF POSITION:

Provides security for USG facilities, employees and family members by performing procedures to detect, recognize and report actions directed against U.S. Government facilities and/or personnel and provides support directly or by calling for assistance.

14. MAJOR DUTIES & RESPONSIBILITIES:

Conduct security functions within the parameters of the post security plan and as directed by the Regional Security Officer or Coordinator.

Identifies suspicious activity and develops information in order to make a preliminary analysis of its significance.

Reports findings, makes oral or written reports of findings to the responsible supervisory security personnel. Is required to perform data entry into software applications.

Initiates emergency responses to possible hostile actions as necessary to protect life and property.

Provides other security services as assigned.

Uses Security Equipment and conducts inventories on a scheduled basis as directed by the Regional Security Officer or Coordinator.

Carries out other duties as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education:** Completion of secondary school is required.
- b. Prior Work Experience:** One to two years of security or related experience, such as previous military or police experience in a position that involved observation skills and techniques is desirable.
- c. Post Entry Training:** Upon entry into position, incumbent must successfully complete 40 hours of intensive formal training. Upon successful completion of six monthly follow-up assessments the incumbent will reach security specialist certification. Additional on the job training will be provided to intermediate and advanced levels in subsequent months and annually for re-certification.
- d. Language Proficiency:** Level 4 (Fluent) English is required.
- e. Knowledge:** Must be familiar with procedures for conducting security functions.

- f. Skills & Abilities:** A valid full New Zealand driver's license is required. Sound keyboard/typing and PC skills are required. Must be skilled in the use of security and/or technical equipment, such as digital cameras, binoculars etc. Must have strong organizational and observation skills. Must be able to work independently and adapt to changing circumstances without requesting guidance. Must maintain a reasonable level of physical fitness. This position includes some physical elements.

16. POSITION ELEMENTS:

- a. Supervision Received:** Works under the general supervision of the Security Coordinator. In his/her absence, the incumbent will report to the Regional Security Officer. Incumbents are expected to perform assigned responsibilities independently or as part of a team.
- b. Available Guidelines:** Security procedures and guidelines provided in post operational plans and orders, and guidance by the RSO/ARSO or his designee (SDC).
- c. Exercise of Judgment:** Within the confines of written security team procedures, has considerable latitude to develop procedures.
- d. Authority to make Commitments:** None
- e. Nature, Level & Purpose of Contacts:** Host country law enforcement officials and members of the security section to exchange information, advise of problems and concerns and to assist in areas of mutual interest as directed by the RSO/ARSO or his designee (SDC).
- f. Supervision Exercised:** None
- g. Time Required to Perform Full Range of Duties:** 3-6 months