

Position Description

Security Escort

Basic Function of the Position:

Performs all duties of escort, by monitoring and escorting of uncleared personnel into controlled access areas (CAA) or other locations within mission facilities and grounds. The position is either full time, part time, or on an as needed basis, some after-hours, weekend and holiday work may be required. This position is directly supervised by the Facilities Manager. Incumbent must be a U.S. Citizen, eligible for a Top Secret security clearance.

Major Duties and Responsibilities:

Responsible for escorting of all non-cleared personnel, janitorial/maintenance crews, and contractors performing work in secure areas of the mission or other locations as directed by the supervisor to ensure that secure areas remain uncompromised.

Secures worksite upon completion of work by ensuring that all uncleared personnel have exited the area.

Prepares and ensures that all materials entering a CAA have been inspected by designated personnel prior to entering.

May be responsible for locally procuring items required for use within the CAA space, according to the randomized procurement methods described in relevant sections of the Foreign Affairs Manual.

As required, responsible for the control and safe operation of any job-related equipment and supplies such as destruction equipment (shredders, disintegrators, etc.), x-ray machines, keys, radios, service elevators, etc.

Prepares Incident Reports of any and all work-related problems or security incidents to the appropriate sections.

May be called upon in support of VIP visits performing various duties to include, but not limited to, escorting VIPs, security oversight, classified material destruction, baggage control, and/or other duties as required.