## **Security Officer – Job Description Summary**

Plans and establishes security procedures for the organization. Responsible for maintaining compliance with the provisions of the security guidelines and ensures adequate security safeguards are in place to protect the assets of the organization.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Physical demands
- Work environment