

Security Officer

SUMMARY:

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

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Directs activities of personnel in developing credit union security measures which comply with federal regulations.
- Initiates investigations of suspicious member/staff activity as appropriate to determine facts pertaining to the situation. Obtains evidence, and collects information required for prosecution.
- Prepares an annual Security Officer report for the Board of Directors, summarizing the year's losses, recoveries, types of criminal activity experienced and other security incidents and risk exposures.
- Develops and implements employee security training in coordination with the training department and credit union management. Conducts training at least semi-annually, and trains staff on loss-prevention procedures involving such potential incidents as fraud, robbery, hostage taking, kidnapping, and other security related situations.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)