

Security Officer - Job Standards

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

KNOWLEDGE OF WORK:

- Understands the security compliance requirements required by the deposit insurance agency, state and federal law enforcement agencies, and how to implement a security program in the organization to ensure the adequate protection of the organizations assets.
- Understands the mission, culture, general operating functions and security needs of the organization, its unique operating environment, operating risks, and available strategies and tactics to reduce and remove risk exposures.
- Knows how to conduct risk assessments; investigate incidents of potential or real loss; interface with external risk management and loss prevention experts; and implement recommended processes, install equipment, and train staff in the proper application of risk prevention practices.

QUALITY OF WORK:

- Maintains complete and accurate daily, weekly, monthly and other periodic records of security protocols, practices, checks, procedures, incidents and losses by type, amount, and frequency and submit such reports to management and other appropriate groups as specified and required.
- Prepares security procedures and manuals that establish, in writing, the standard methods and procedures for each appropriate function of the organization.
- Creates Incident Report formats for documenting and handling each and every exception to standard security practices, real or potential violation of security protocols, and any other incidents that threaten security.
- Periodically, with local enforcement agency co-operation, conducts tests of various aspects of the security system to evaluate risk exposure and non-conformance to requirements.

QUANTITY OF WORK:

- Develops a security management schedule that sets out in advance the security assurance practices the incumbent will perform in accordance with specific times and events.
- Invests time and effort in becoming informed about new risk exposures uncovered by law enforcement agencies, litigation, bonding company experiences, and others and commits the time and effort to determining the organizations vulnerability to similar risk exposures.
- Develops a pro-active approach to security. Plans each day's activities to ensure maximum productivity, the greatest coverage of potential risk areas, and significant visibility within the organization.

PROBLEM ANALYSIS/RESOLUTION:

- Regularly examines, in detail, the operational policies and practices of the organization that impact this particular job.
- Observes how the organization utilizes technology and how it utilizes people in its production and delivery system and develops improvements to resource utilization.
- Develops cost/benefit reports on selected operational functions to determine the most efficient and effective methods of operating these functions currently, and into the future.
- Involves people in problem analysis/resolution to improve their problem-solving methods and skills.