

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **AIRPORT CREDENTIALING COORDINATOR**

Spec No. 2022

### **BASIC FUNCTION**

Performs duties in support of the County's Airport Security functions and ensures compliance with federal regulations pertaining to Airports.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Receives, processes and evaluates airport security badge applicant information and reviews identification and immigration status documents; processes airport security badges after ensuring applicant has met all federally-mandated airport badging requirements.
2. Performs Criminal History Records Check (CHRC) and Security Threat Assessments (STA) for applicants; verifies current badge holders are authorized through the Rap-Back program.
3. Fingerprints applicants using the Automated Fingerprint Identification System (AFIS) for electronic transmission to the approved channeler; reviews results from TSA and FBI.
4. Tracks applicants who fail to successfully complete a STA or CHRC, or are disqualified. Reports to Airport Security Coordinator (ASC) and revokes access to badge holders if necessary. Tracks associated costs/charges of applicants.
5. Works with local law enforcement on adjudication of applicants with possible disqualifying offenses.
6. Coordinates TSA required security training classes for badge holders.
7. Responds to routine requests for information concerning the ID badging process, security requirements, background investigations, and training requirements.
8. Audits staff, tenants, companies, to verify active, inactive, and unaccounted for vehicle permits and security badges.
9. Files and maintains records according to Airport's policies and procedure and in compliance with TSA regulations. Assists with audits conducted by TSA and other governmental agencies.
10. Works with the Department of Information Services (DoIT) to ensure security software essential to badging is up to date and performing optimally.
11. Enforces safety rules and regulations; reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations and recommends changes as necessary.

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**AIRPORT CREDENTIALING COORDINATOR**

Spec No. 2022

**STATEMENT OF OTHER JOB DUTIES**

12. Assists with hangar leases and tie-down space to tenants and businesses.
13. Teaches ground vehicle training program to airfield tenants.
14. Assists with the coordination of airport special events.
15. Provides clerical support for the Airport Operations department as needed.
16. Performs other duties as required.

**MINIMUM QUALIFICATIONS**

An Associate's degree; AND one (1) year of airport security/access program experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**SPECIAL REQUIREMENTS**

- Must pass a criminal history background check.
- Must obtain a valid Washington State driver's license within (30) days of employment.
- Must pass a fingerprint-based Criminal History Record Check (CHRC) as required by TSA.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- airport operations rules, regulations, and conventions
- TSA 1542 regulations
- airport security program and procedures for issuance of ID badges
- TSA fingerprinting standards and techniques for identifying fraudulent documents
- principles and practices of report writing and preparation
- airport industry standards and principles of security and access control principles

Ability to:

- read, interpret, and apply technical material
- research and accurately assemble data in useable form
- troubleshoot technical problems and make decisions on complex factors
- establish and maintain effective working relationships with peers, superiors and the general public
- communicate effectively verbally and in writing

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KNOWLEDGE AND ABILITIES (Continued)

- work effectively in collaboration with team members
- safeguard confidential and sensitive security information
- work independently and use good judgment
- make prompt decisions that are in line with airport policies and procedures
- evaluate and address issues when management staff is not available

SUPERVISION

The employee reports to Airport Operations Supervisor. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent trips to outside locations. The employee will be required to work evenings, weekends and holidays as necessary. Employee may be required to maintain an on-call status with the ability to respond in a timely manner.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.  
[EEO policy and ADA notice](#)

Class Established: May 2003  
Revised: May 2006  
Revised and Retitled: January 2018, Airport Operations Assistant  
EEO Category: 2 - Professionals  
Pay Grade: 234 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous