SNOHOMISH COUNTY JOB DESCRIPTION

SECURITY SUPPORT SPECIALIST

Spec No. 6363

BASIC FUNCTION

The Security Support Specialist is responsible for administering the County's keyless entry security system and the employee identification system. It also provides administrative support to the Sheriff's Office Security Unit and the County Security Committee.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs administrative duties for the keyless entry system including programming and preparing key cards as needed; activating and deactivating keycards; determining keycard authorization levels to fulfill requests with complex parameters within security expectations determined by the chain of command.

2. Coordinates access needs between county departments and offices.

3. Coordinates background checks on county contractors; coordinate issuing and tracking of keycards and hard keys for contractors and vendors; maintain keycard and hard key inventories.

4. Prepares and distributes security access reports as needed using keyless entry software; converts and reformats reports in spreadsheets; may import spreadsheets into a database if necessary; compiles statistical reports using information from dispatch and other sources.

5. Prepares and tracks keycard audits quarterly; distributes audits to keycard contacts; tracks audit responses; updates keycard access as necessary.

6. Familiarity with office equipment, hardware and software associated with the Security Unit; troubleshoots office equipment and software within the Security Unit.

7. Monitors reader and panel status; assists with troubleshooting as requested by Facilities; submit work orders for security related issues.

8. Orders supplies, including keycard and identification card supplies, for Security Unit, including contract security, as needed.

9. Processes large amounts of data, creates queries and reports to organize and retrieve information, as needed.

10. Processes incident reports including logging, copying and distributing to appropriate recipients.

11. Attends monthly Security Unit meetings; takes notes; prepares and distributes meeting minutes and agendas.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Drafts, edits, and/or prepares documents such as correspondence, annual reports, manuals, and/or flyers for the security office command structure.

STATEMENT OF OTHER JOB DUTIES

13. May be required to clean office, empty trash and/or shredder as needed.

14. May perform other duties as assigned within the Sheriff's Office Security Unit.

MINIMUM QUALIFICATIONS

Two (2) years of current work experience in Snohomish County Sheriff's Office; OR, three (3) years of administrative, secretarial, or security experience in any agency comparable to the Snohomish County Sheriff's Office; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. One (1) year of computer software, secretarial or business administration coursework may be substituted for six (6) months of experience. Must pass job related tests.

LICENSING/SPECIAL REQUIREMENTS

Must pass a Civil Service examination. A valid Washington State Driver's License, unrestricted except as to vision may be required.

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation, and pre-employment drug screening.

Must be a lawful permanent resident or United States citizen. Candidates must be minimum 20 years of age, no maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- law enforcement procedures
- Microsoft office applications and other Sheriff Office software
- office equipment, procedures and practices
- problem/conflict resolution
- electronic entry security programs and applications

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- communicate effectively, both orally and in writing, with people regardless of age, sex, social, economic, cultural or ethnic backgrounds
- accurate keyboarding skills, minimum 35 net words per minute
- proficient in Microsoft Office as well as other computer software utilized by Snohomish County
- understand and follow written and verbal instructions
- maintain confidential working information
- establish and maintain effective working relationships with County employees, staff of other agencies, and the public
- deal courteously and tactfully with customers
- read, interpret and categorize large amounts of data rapidly and accurately
- apply organizational and problem solving skills
- make decisions on critical issues in stressful situations
- work with limited supervision and meet deadlines
- learn, retain, and explain complex procedures and policies
- be accountable for accuracy of work and attention to detail
- become a notary public
- properly interpret data and information for the safety of law enforcement officers and prevention of the loss of property or physical liberty of citizens
- maintain the integrity of data in law enforcement computer systems and confidential information, in general, is a fundamental requirement, and critical to the safety of law enforcement personnel and citizens

SUPERVISION

This position reports to the Sergeant of the Courthouse Security Unit.

WORKING CONDITIONS

Work is performed in the usual office environment; working on a computer 4 or more hours per day. This position requires on-call/call back, overtime, holiday and weekend work as needed.

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

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Class Established: July 2010
Revised: June 2018
Pay Grade: 311 – Law Enforcement Support Pay Plan
EEO Category: 6 – Administrative Support
Workers Comp: 5306 Non-Hazardous

Previous job description approved by the Commission 12/1/2010
Approved by the Snohomish County Civil Service Commission February 2, 2011.
Approved by the Snohomish County Civil Service Commission June 6, 2018.