

The Physical Security Technician Temporary assists in the review of applications for and issuance of identification badges, and performs related security functions. The work contributes to the Airports Authority's overall security program.

JOB DESCRIPTION

- Physical Security Technician Temporary
- This is a non-career, temporary position.
- Works under the direct supervision of the Physical Security Technician Lead or Manager at Washington Dulles International Airport (IAD) or the Physical Security Technician Supervisor at Ronald Reagan Washington National Airport (DCA).
- Serves in the Pass and ID Section of the Airport Operations Department at IAD or DCA.

Assists with badge and identification (ID) customer service and security functions. Reviews badge applications and issues badges. Collects and transmits sensitive Personally Identifiable Information (PII) for background checks. Conducts and monitors training and testing of applicants for access to restricted airport areas. Performs related functions.

GENERAL RESPONSIBILITIES

- Responds to basic requests for information concerning security requirements, background investigations, training requirements, and procedures to obtain ID badges.
- Processes applications for badges, reviewing for completeness, inspecting identification and immigration (when applicable) documents, taking fingerprints, and securely transmitting biometric data and Personally Identifiable Information (PII).
- Administers Security Identification Display Area (SIDA), secure area, and driver training and testing to applicants. Certifies successful completion of training.
- Tracks applicants who fail to successfully complete a Security Threat Assessment (STA) or Air Carriers Criminal History Records Check (CHRC), or are subsequently disqualified.
- Produces airport ID badges, files and maintains badge records and documents, and maintains inventory of controlled and uncontrolled supplies.
- Performs other duties as assigned.

QUALIFICATIONS

- Three years of progressively responsible experience performing general clerical support work.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to apply security requirements and regulations for access control.
 2. Skill in identifying fraudulent or tampered identity documents.
 3. Knowledge of and ability to operate access control systems, key control systems, and the Automated Fingerprint Identification System (AFIS).
- Ability to speak and write effectively.

- Ability to perform basic analyses of data and information.
- Skill in using a computer and modern office suite software.

PREFERRED QUALIFICATIONS

- Experience with ID badge application and production/recovery processes.
- Experience in a high-volume, direct customer service.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

CERTIFICATIONS AND LICENSES REQUIRED

- None.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- Work requires moderate physical exertion (lifting objects up to 25 pounds).