

Assistant Security Officer – Job Description Summary

Under the direction of the Security/Fraud Investigation Officer, assist in planning and establishing security procedures for the organization to ensure the overall security and safety. Assist customers/members with fraud claims. Investigate suspicious member/staff activity as appropriate to determine facts pertaining to the situation. Will act as a representative for the organization at court proceedings in the State and Federal court systems. Complete quarterly security inspection for all branch and corporate office facilities. Ensure Bank Secrecy Act and Office of Foreign Asset Control compliance. Conduct training and education relating to organization security as well as work with vendors, local, state and federal authorities.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment