

# Security Specialist

## Job Description

### POSITION TYPE SUMMARY

Salaried Exempt

### LOCATION

Remote (CONUS)

### HOURS

Business Hours

### BENEFITS

- ✚ Competitive Salary
- ✚ United Healthcare Medical
- ✚ Dental & Vision available
- ✚ Flexible Spending/Health Savings Account
- ✚ 401(k) Retirement Plan
- ✚ Paid Time Off
- ✚ Commission & Incentive Plan
- ✚ Mentoring and Advancement Opportunities
- ✚ NCMS Annual Membership

**FSO PROS®** is a national provider of FSO Program Management and Industrial Security consulting services, supporting some of the nation's fastest growing government contractors. Our security specialists provide AFSSO and personnel security support for our clients, while teaming with our Industrial Security Consultants to provide security program compliance. We are seeking professionals with experience in federal contracting, who are pursuing a productive and rewarding consulting opportunity.

#### **Please Note:**

All positions require candidates to be able to effectively work in a remote setting without distractions and to be available to work during typical business hours. Please review the job descriptions before you apply. You will be required to provide your resume, professional references, and complete a technical assessment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support our Industrial Security Consultants with personnel security activities and personnel maintenance in support of their client's security programs.
- Effective communication with internal team members, clients, as well as the client's employees, and candidates.
- The types of services are dependent on each scope of work. Some examples are as follows:
  - Administer DISS/NBIS, NISS, ACCS and other security related systems.
  - Conduct security clearance inquiries, briefings, in-processing and out-processing of personnel.
  - Run personnel reports, reconcile PSM, and process eAPPs.
  - Process visit authorization requests.
  - Launch incident investigations, document, and submit incident reports.
  - Develop and provide security briefings and documents.
  - Administer annual refresher briefings, NATO, COMSEC, etc.
- Keep up to date on all new DoD-related training and follow protocols pertaining to new regulations within DoD (i.e. - CUI).



## **QUALIFICATION/REQUIREMENTS:**

- Strong oral and written communication skills.
- Strong computer skills & proficiency within Microsoft 365 and Adobe Professional.
- Friendly, team player with a professional demeanor and the ability to remain calm in stressful situations.
- Ability to work both independently and as part of a team, in a remote environment, support multiple customers, and take initiative to complete projects and tasks accurately and timely.
- Highly organized and detail-oriented with a strong sense of urgency.
- Bachelor's degree with 2+ years in a professional office environment.
- Minimum of 2 years' experience in federal contracting and industrial security, specifically in the role of a **Security Specialist, AFSO or FSO** handling the duties and responsibilities listed above.
- Completion of all relevant **CDSE** training certificates and knowledgeable navigating the **NISPOM Rule 32 CFR Part 117**.
- Top Secret Clearance eligibility.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- This position requires long periods performing tasks on a computer as well as calls/virtual meetings.
- This job function is performed in a remote setting.
- The noise level in the work environment should be fairly quiet and free of distractions.
- Limited travel to customer sites and conferences, typically on a quarterly basis.

**FSO PROS®** is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.