



Office of Human Resources  
Aviation Security Technician - CA2449  
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### General Statement of Duties

Performs paraprofessional level work administering aviation security processes and systems at Denver International Airport such as individual ID badge approval, vehicle-access permitting, and access-control devices. Ensures compliance with Airport Security Program, local and federal regulations, and Transportation Security Administration (TSA) directives.

### Distinguishing Characteristics

This is a single class.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

Processes and tracks criminal history checks, security threat assessments, and immigration status for prospective badge holders from the city, airlines, vendors, contractors, tenants and ground transportation companies.

Verifies information submitted by individuals, companies and Authorizing Agents. Ensures information submitted is in compliance with all local and federal regulations, TSA directives, and the Airport Security Program. Ensures all information collected is handled following Sensitive Security Information (SSI) and Protected Personal Information (PPI) protocols.

Assigns and verifies access control privileges for individual badge holders. Establishes and maintains company profiles to establish access rights according to job duties, company function, Airport Security Program and TSA regulations.

Keeps current on all changes to local and federal regulations, Airport Security Program and TSA security directives.

Communicates with applicant for additional information as necessary. Contacts appropriate local, state, or federal officials for further information as necessary.

Processes requests for and issues permits for vehicles in the restricted area for airlines, tenants, vendors, contractors and city employees according to requirements of the Airport Security Program and airport rules and regulations. Ensures insurance and deposit requirements are met as necessary.

Processes requests for and issues specialized access codes, keys, etc. for access control devices at specialized access points depending on company need. Programs new devices or reprograms existing devices as needed.

Assists security information technology staff in troubleshooting access control software and hardware.

Keeps police, fire, paramedics and other life safety personnel informed of changes in access codes.

Processes deposits and refunds for badges, vehicle permits, copies of the Airport Security Program, and keys.

Provides specialized service to some organizations such as renewal of badges and transferring fingerprints.

Assists in the initial and renewing Authorizing Agent renewal process and training.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Writing** – Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of all local and federal regulations, TSA directives, and the Airport Security Program sufficient to be able to maintain compliance.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of specialized clerical experience processing requests for airport identification badges or three years of clerical experience using knowledge of aviation specific regulations, database access and TSA regulations.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Subject to many interruptions.

Subject to varying and unpredictable situations.

Pressure due to multiple calls and inquiries.

Working outside and/or operating vehicles.

Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with the hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sound by the ear.

Eye/hand/foot coordination: performing work through the use of two or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

Lifting: raising or lowering objects no more than 20 pounds, from one level to another.

Carrying: transporting an object; usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Repetitive motions: making frequent movements with a part of the body.

**Background Check Requirement**

Criminal Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-616**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**