# Access Control Technician

**POSITION SUMMARY:**
**Assist in ensuring the verification and accountability of airport security access badges and high security keys as required by the Transportation Security Administration; ensure compliance with all Transportation Security Administration and Aviation Department regulations and policies relevant to airport security access requirements.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

**SUPERVISION RECEIVED AND EXERCISED:**
Receive direction from Airport Access Control Supervisor.

**ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:**
**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)
1. Participate in the verification and accountability of airport security access badges and high security keys as required by the Transportation Security Administration and Aviation Department Regulations; maintain proper records and perform audits as required.
2. Interact with the general public, airport vendors, tenants, and government agencies; respond to and resolve questions, complaints or disputes and implement corrective actions; act as liaison pertaining to access requirements, security issues, billing, etc.
3. Coordinate, test and troubleshoot hardware and software interfaces with regards to the security access function; coordinate with Operations and Systems Administrator.
4. Maintain extensive and complex filing system and database; ensure compliance with all Federal, State and local regulations; maintain and ensure security and integrity of all documents and supporting information; dispose of sensitive security information in accordance with Federal government security guidelines.
5. Conducts operational activities of airport access services including fingerprinting, verifying identity and eligibility documents, security/ramp driving class requirements and documentation.
6. Ensures the verification and accountability of airport security access throughout the Albuquerque International Sunport and DEII Airport.
7. Process a high volume of access applications while maintaining an accurate and secure database; compile statistical information for various department divisions and outside government agencies. Audit the database for expired badges, unresolved fingerprint or STA issues, unpaid parking access and discrepancies.
8. Identify opportunities for improving service delivery methods and procedures.
9. Assist all professional staff with routine and/or administrative clerical duties; and perform a variety of duties relative to assigned area of responsibility. Maintain and trouble shoot printers, sub custodian of cash box which includes receiving, handling, posting, or processing payments for services.
10. Assist higher level staff with the installation and/or removal of high security cores.

**SUPPLEMENTAL FUNCTIONS:**
1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of airport security access.
2. Perform related duties and responsibilities as required.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**
High school diploma or GED plus four (4) years clerical experience to include a combination of experience in any of the following areas: records management, data entry, business letter writing, Microsoft Excel spreadsheets, computer research, and data analysis. Clerical experience to include a combination of experience in any of the following areas: records management, data entry, business letter writing, Microsoft Excel spreadsheets, computer research, and data analysis in an airport/airline, security or civilian law enforcement environment preferred.

**ADDITIONAL REQUIREMENTS:**

Dependent on position may require a New Mexico Driver's license and a City Operator's Permit (COP).
Must possess a New Mexico Department of Workforce Connection typing test with a minimum score of forty (40)

net WPM. To schedule a typing test please call the New Mexico Department of Workforce Connection Typing Test Unit at (505) 841-9320.

Possession of a valid City of Albuquerque Cash Handling Certification within six (6) months from date of hire.

Successful completion of FBI criminal background check including fingerprints per Federal requirements.

Successful completion of a Security Threat Assessment per Federal requirements.

Successful completion of a security background check performed by U.S. Customs & Border Protection.

Must be able to successfully qualify for and maintain a Sunport Access Control Card as determined by the criteria set forth by the policies and guidelines of the Aviation Department and the Transportation Security Administration (TSA).

## PREFERRED KNOWLEDGE:
- English usage, spelling, grammar and punctuation
- Office procedures, methods and equipment including computers
- Basic computer programs; word processing, excel, databases
- Basic cash handling principles and procedures
- Pertinent Federal, State and local laws, codes and safety regulations
- Operations, services and activities of an airport operations and communications program
- Operational characteristics of an airport operations center and communications systems and equipment

## PREFERRED SKILLS AND ABILITY:
- Interpret and explain City policies and procedures
- Maintain security and confidentiality of information
- Ensure compliance with Federal Transportation Security Administration directives and requirements
- Prepare clear and concise reports
- Utilize computer programs and software relevant to assigned area
- Maintain an accurate typing speed of forty (40) WPM
- Respond to requests and inquiries from the general public
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public
- Perform the essential functions of the job with or without reasonable accommodation

## WORKING CONDITIONS:
**Environmental:**
Office environment; exposure to computer screens.

**Physical:**
Essential and supplemental functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.