

Position Classification Flysheet for Security Clerical and Assistance Series, GS-0086

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SERIES DEFINITION

This series includes positions the primary duties of which are to supervise or perform clerical and assistant tasks in support of established security programs (e.g., personnel, physical, information, or industrial security) when such work requires, in addition to general administrative and/or clerical skills, practical knowledge of specific security objectives, programs, methods, and procedures, and skills in carrying out support tasks related to security administration.

SERIES COVERAGE

Positions in this series are located typically in a security office working with or under supervision of security specialists, or in a personnel, police or other organizational unit which has a significant functional requirement for performing security work. Employees perform limited independent duties in carrying out prescribed security support processes in a specialized or general security program office, and/or assist specialists by performing security duties that are usually well defined in terms of what, when, and how the work is to be done.

EXCLUSIONS

1. Positions primarily responsible for managing, supervising, or performing developmental, planning, analytical, or advisory functions concerning security programs. See the [Security Administration Series, GS-0080](#).
2. Positions primarily responsible for supervising or performing clerical or assistant kinds of duties in a subject-matter or general support environment when the primary mission is other than security program development and implementation. See standards such as those for the [Mail and File Series, GS-0305](#), [Management and Program Clerical and Assistance Series, GS-0344](#), or, when no specific series is appropriate, the [Miscellaneous Clerk and Assistant Series, GS-0303](#).

OCCUPATIONAL INFORMATION

The Federal Government originates and maintains a great variety of classified defense and other highly sensitive information and materials that must be protected from unauthorized disclosure. Security specialists perform the functions of planning, implementing, administering, reviewing, improving, and terminating security methods, procedures, techniques, and programs. Security programs include the processes of: reviewing background investigations to grant or deny security clearances for Federal employees and private sector individuals who have access to sensitive information; planning and installing, or arranging for installation of, physical barriers and detection, alarm, response, and control systems; reviewing Federal and other organization security practices and modifying systems to improve levels of protection; establishing and

monitoring document marking, control, and access procedures; and similar actions to limit access to sensitive information.

Many security organizations, especially at installation levels, employ security clerks and assistants to perform or monitor standardized aspects of established security program operations. Such work varies from establishing and maintaining security records where support employees are expected to recognize, locate, and insert certain kinds of data/information to positions in which employees are responsible for specific activities such as operating an established pass and identification system. The work may occur in support of any of the specializations covered in the Security Administration Series, GS-0080, and varies widely in duties and responsibilities according to local requirements or management decisions on how to assign work. The following paragraphs describe a few examples of the kinds of work performed by security clerks and assistants. Staff and policy level environments are not described because the security support work typical of this series is not commonly found at those levels.

In personnel security programs, clerks or assistants perform tasks such as reviewing clearance request forms and reports of background investigations to detect obvious errors or omissions in the information. They follow up with requesting or investigating offices to fill gaps in needed information. This may involve obtaining such information as missing Social Security numbers or requesting clarification of criminal charges which do not show final disposition. Some employees presort cases for clearance adjudication according to the clearance levels involved and whether there is potentially derogatory information in the case records. Such work requires an understanding of security clearance adjudication processes and knowledge of the kinds of information required and criteria applied in those processes. For example, the employee uses some knowledge of what constitutes derogatory information and the kinds of supporting data required to complete adjudication determinations.

Some employees at installation level perform many necessary prescreening and follow-up duties prior to submitting clearance requests to other organizations for adjudication. These employees often maintain records about clearance levels required by various local projects, programs, or organizations; individual employee clearance and related security records; limitations on the number of personnel spaces (billets, positions) authorized for specific programs and the clearances required; and related security records needed by specialists responsible for the installation's personnel security program.

Some employees perform limited aspects of physical security work such as: reviewing requests for and issuing passes and identification documents; reviewing specific factual items or conditions on a physical security survey (i.e., whether alarms are active, whether document and storage container user logs are properly filled in, whether visitor logs are in place and used, and similar activities). Clerical and assistant employees in physical security offices maintain records concerning buildings and other facilities which describe the kinds of security systems installed for each. They annotate records to show architectural changes and reconfigurations of space usage and the purpose of in-place security systems. Such records are often updated from notes made by specialists during survey visits. This kind of work requires knowledge about the purpose of physical security programs and a general familiarity with some of the methods and techniques used in accomplishing physical security objectives.

Employees working in other specialized or general security settings (information, industrial, etc.) perform duties similar to those described above in carrying out well-defined, structured tasks in support of security specialists and established security programs. Such positions typically require practical knowledge of security procedures, processes, methods, and techniques applied by the specialists in the immediate organization. The work is typically performed under direct supervision of a specialist or, when performed independently, finished work is subject to detailed review, including review of the steps and methods used to accomplish the work.

Some employees independently perform structured work processes such as those in pass and identification offices or vehicle control units. They verify personal identification against authorization documents, issue badges, passes, vehicle permits, or other forms to authorize access, and brief employees and visitors on controls and restrictions associated with access to Federal installations. Under all working conditions employees in this series follow well established guidelines that are usually clear cut, with limited opportunity to exercise independent judgement in handling unusual situations. Some employees make presentations and give briefings to Federal employees and others concerning the procedural aspects of the security programs in which they work.

AUTHORIZED TITLES

Security Clerk is the approved title for positions classified in this series in grades GS-4 and below.

Security Assistant is the approved title for positions classified in this series in grades GS-5 and above. (NOTE: For positions tentatively classified at grade higher than GS-7, duties and responsibilities should be compared with criteria in the [Security Administration Series, GS-0080](#), standard for potential classification to that series.)

Only rarely will positions classified to this series meet work leader or supervisory criteria. However, should such conditions exist, the following titling practices apply.

Positions which meet the criteria of the [General Schedule Leader Grade Evaluation Guide](#) for titling as leaders should have the title *Lead Security Clerk* or *Lead Security Assistant*.

Positions which meet the criteria of the [General Schedule Supervisory Guide](#) for titling as supervisors should have the title *Supervisory Security Assistant*.

EVALUATION OF POSITIONS

Specific grade level criteria for positions in this occupation have not been developed. As a general rule, positions included in this series should be evaluated by reference to classification standards for related kinds of work. (See the [Introduction to the Position Classification Standards](#).)

The [Grade Level Guide for Clerical and Assistance Work](#) is recommended as a source of criteria for evaluating positions in this series. Some other sources of grade evaluation guidance for positions in this series include the [Job Family Position Classification Standard for Assistance Work in the Human Resources Management Group, GS-0200](#); [Computer Clerical and Assistance Series, GS-0335](#); [Management and Program Clerical and Assistance Series, GS-0344](#); [Equal Opportunity Assistance Series, GS-0361](#); and the [Job Family Standard for Clerical and Technical Accounting and Budget Work, GS-0500](#). Those standards, and others, cover one-grade interval work in occupations where employee actions complement and support work performed in two-grade interval administrative occupations. They also cover work that ranges from procedural through technical, similar to the range of characteristics found in this occupation.