



## Open Position: Access Control / Security Systems Specialist

The RSA Security Division is currently seeking an Access Control / Security Systems Specialist, an unclassified position. Please submit a resume to Human Resources by the close of business on **Friday, July 26, 2024**. Not every applicant who submits a resume will be interviewed.

**Job Title:**

**Access Control / Security Systems Specialist**

**Date:**

**July 12, 2024**

### POSITION OVERVIEW

The Access Control / Security Systems Specialist will support RSA using video management software, access control system administration, alarm monitoring applications, and other assigned tools. This is primarily a computer and technology-based position, and applicants will need to be comfortable learning to use new technologies adopted into the system(s). The incumbent must be able to operate all assigned platforms without supervision and react to incoming requests efficiently and accurately in a customer facing environment. The incumbent must follow standard operating procedures for various requests and learn the various and unique tenants and buildings. Those procedures will include direct interaction with the system, communication with tenants, contract security guards, and RSA personnel.

### QUALIFICATIONS AND SKILLS REQUIRED

- High School diploma or GED certificate.
- Excellent communication abilities (Interpersonal and Written).
- Ability to work in a team environment.
- Strong attendance record.
- Strong ability to multi-task.
- Ability to sit stationary for long periods of time monitoring multiple monitors and security systems.
- Proficiency in Microsoft Office applications (Word, Excel, SharePoint, Outlook).

### MAJOR DUTIES AND RESPONSIBILITIES

- Drafts reports, memos, and other written communications using concise and detailed language to peers, customers, management, and other RSA personnel.
- Participates in developing SOPs and reports.
- Supports RSA employees, vendors, tenants, and visitor access to appropriate buildings through electronic access control system.
- Investigates incidents using video surveillance system.
- Configures and troubleshoots all RSA systems including doors, schedules, access levels, and badges in access control platform and video camera system.
- Maintains several databases and spreadsheets.
- Maintains detailed reports of all tenants, video, and access reports.
- Manages schedules for all buildings to include elevator, door, and gate schedules.
- Monitors incident reports, data requests, and pulls the required reports and video.
- Troubleshoots reported technical difficulties and hardware failures and dispatches the appropriate vendors when needed.

### ADDITIONAL REQUIREMENTS

- Works overtime when necessary, so that problems regarding RSA properties / systems will be addressed promptly.

The above statements are intended to describe the general nature and level of work performed by this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The successful candidate for this position will work with the Security Division Monday-Friday, 8:00 a.m. to 5:00 p.m. on-site at our RSA Administration building in downtown Montgomery.

**SPECIAL NOTE: Not everyone that applies for this open position will be interviewed.**

**Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.**

**Resumes must be submitted to the Retirement Systems of Alabama, P.O. Box 302150 Montgomery, Alabama 36130-2150, Attention: RSA Human Resources Division, Suite 544**

**Or email resume to [RSA.HumanResourcesMail@rsa-al.gov](mailto:RSA.HumanResourcesMail@rsa-al.gov) or Fax: 334.517.7906**

**Submission Deadline: Friday, July 26, 2024 at 5:00 p.m.**

**Beginning Salary: \$42,309.60 annually**

**The Retirement Systems of Alabama is an Equal Opportunity Employer**