



VIRGIN ISLANDS PORT AUTHORITY HUMAN RESOURCES DIVISION

INTERNAL/EXTERNAL ANNOUNCEMENT

October 3, 2018

The Virgin Islands Port Authority's Human Resources Division is now accepting applications for the following position:

<u>POSITION</u>	<u>GRADE</u>	<u>SALARY</u>	<u>LOCATION</u>
(1) Airport Security Monitor	AGS-10	\$27,040.00	Safety and Security – STT

Applications must be submitted to the Human Resources Division no later than Thursday, October 18, 2018.

Job description attached.

Desserie Harrigan
Acting Human Resources Manager

DH/ki

AIRPORT SECURITY MONITOR – GRADE 10

REPORTS TO: Chief LEO – Safety & Security

EXAMPLES OF WORK (These examples are not intended to include all possible assignments to an employee in this class)

- An employee in this class under general supervision, performs complex clerical work requiring substantial use of a computer system, and is required to make independent work decisions. Will be required to work on a rotating shift.
- Monitors the airport automated access control system for compliance with FAR 107.14, as well as VIPA's airport security program. Will be required to prepare daily reports depicting activity during each shift. Said report to include any and all irregularities and/or unauthorized breaches in secured areas. Notifies the Safety and Security Officer and/or Airport Manager of any suspected situation that may affect the security of the airport.
- May be required as the need arises, to assist in the production and issuance of computer generated access control cards.
- Maintain related records and logs.
- Operate complex computer system, data entry and typing.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Thorough knowledge of modern office practices and procedures
- Ability to make work decisions in accordance with rules, regulations, and departmental policies and procedures
- Ability to understand and follow complex oral and written instructions
- Ability to make computations and tabulations with accuracy

DESIRABLE EXPERIENCE AND TRAINING

Graduation from a standard high school or recognized General Equivalency Diploma (GED) program: Computer literacy **a must**.