1. Job Description

Job Title
Armed Uniformed Protection Officer / Security Officer

Wages & Benefits
- Wages:
  - Base Pay: $17.59 an hour
  - Health & Welfare: $4.15 an hour
  - Uniform Maintenance: $0.50 an hour
  - Total hourly wage: $22.54 an hour
  - There is an annual pay raise

- Annual Bonuses
  - There is a $1000 annual bonus for meeting the height and weight requirements.
  - There is an annual bonus for maintaining a security clearance. The bonus ranges from $500 to $5,500 depending on the level of security clearance the officer is able to maintain.
- **Vacation**
  - Entry level positions earn up to 80 hours of vacation a year.
  - Every five years of service, officers earn an additional 40 hours of vacation per year. Some senior officers are earning 160 hours of vacation every year.
  - If an officer decides not to take his/her vacation, the officer will be paid for the vacation hours he/she has earned.

- **Personal Sick Days**
  - Officers earn 6 personal sick days a year.
  - If an officer decides not to take his/her personal sick days, the officer will be paid for the personal sick hours he/she has earned.

**Promotion Potential**

Inter-Con Security offers plenty of opportunities for promotion and advancement. Officers can advance to more prestigious, specialized units or be promoted to the rank of Sergeant. Promotions to the rank of Lieutenant, Captain, and Managers are also available in due time.

To be considered for promotion, usually officers must have:

- at least one year experience at his/her current rank;
- performed at an acceptable level of competence;
- and demonstrated their ability to perform work at the next higher grade level.

**Position Information**

Due to the size of the security contract, there are multiple, permanent, full-time positions available. Inter-Con Security is always accepting applications and hires several new officers every week.

**Job Summary**

Inter-Con Security’s armed uniformed protection officers are responsible for safeguarding U.S. Department of State employees and its property. We accomplish this by closely monitoring activity surrounding their facilities and controlling the access into these facilities.
2. Duties Section

There are various positions new officers can expect to work.

- Traffic control points are posts that are strategically positioned around the facility to control vehicle access around the facility. These officers are responsible for ensuring that only authorized vehicles are allowed on the property.
- Screening facilities are posts that are located in a visitor screening area. These officers are responsible for ensuring that all visitors are authorized to enter the facility and no prohibited items enter the building.
- Lobby posts are positioned in the building’s lobbies. These officers are responsible for ensuring everyone in the building is either an employee or is properly signed-in.
- Patrol officers are roving patrols in or around the facility. These officers are responsible for responding to alarms and emergencies.

3. Qualifications & Evaluation Section

Minimum Qualifications

- Applicants must be U.S. citizens
- Applicants must be 21 years of age
- Applicants must be eligible for a security clearance
- Applicants must meet one of the following requirements:
  - Have three years of active duty military service and held the rank of at least E-4 before being Honorably Discharged
  - A Bachelor’s degree
  - An Associate’s degree in Criminal Justice within the last year
  - Have graduated from a certified federal, state, or local law enforcement training academy, a military police school, or Marine Security Guard School
  - Or have three years of armed security experience on a similar contract.

Preferred Qualifications

Since all applicants must be eligible for a security clearance, we prefer applicants to have clean criminal records and credit reports. The better the background, the better the chances are the applicant will be hired.
5. How to Apply

Apply in person, Monday – Friday, 7:00 a.m. to 3:00 p.m. Our address is listed below. No appointment is necessary. Please come prepared for an interview the same day. In order to expedite the application process bring the following items:

- Birth Certificate
- Social Security Card
- Driver’s License
- DD 214 (for military veterans only)
- High School Diploma / College Degree
- Passport (If you have one)
- Naturalization Paperwork (If it pertains to you)
- Any police or security related training certificates

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