Position: Security Officer
Department: Operations
Schedule: Full-time – non-exempt

Under the general supervision of the President and CEO, performs a variety of functions to ensure that effective security policies and procedures are in place to meet or exceed required industry standards of operation, and comply with local, state and federal requirements. Successfully completes initial and on-going training programs, including on-line courses, to maintain a comprehensive understanding of pertinent topics as the Bank deems necessary.

Primary Responsibilities:

- Maintains high ethical standards while performing all duties in accordance with the Bank's internal policies and procedures and within prescribed legal, regulatory and compliance guidelines.
- Monitors security activities, including crime/fraud loss prevention, and detects and investigates suspicious activities/transactions. Prepares and presents written reports on findings to Senior Management, the Board of Trustees and appropriate personnel or agencies.
- Recommends and implements approved new policies and procedures to safeguard our employees and customers, and the Bank's assets, on an on-going basis.
- Works with law enforcement agencies to exchange information and further the progress of investigations.
- Coordinates with Senior Management to maintain awareness of, and ensure compliance with, the Bank's Security Policy and internal robbery-prevention procedures. Also trains bank employees in security procedures and policies.
- Interacts with alarm system(s) provider(s) and security equipment providers; serves as after-hours contact for alarm problems/ resolution. Instruct employees on proper use of alarm equipment. Regularly reviews and tests equipment; recommends changes to ensure effectiveness.
- Handles collection items that cannot be resolved by branch or accounting department personnel, including filings with Small Claims Court.
- Maintains control of unused checks and passbooks.
- Monitors the Stamp Program and prepares reports related to it.
- Trains bank employees in security procedures and policies. Provides fraud/security education internally and in the community.
- Actively participate in internal and external audit programs to ensure all audits are satisfactory.
- Communicate with external customers as appropriate.

Other Responsibilities Include:

- Coordinates the Bank's service contracts file; monitors to keep current.
- Keeps abreast of current regulations and security measures through publications and attendance at applicable educational seminars. Updates management on pertinent topics.
- Performs related managerial duties as may be assigned or requested.
- The above is a description of the ordinary duties of the position. It should be expected that, from time to time, other duties both related and unrelated to the above may be assigned and, therefore, required.

Position Requirements:

- Three years of experience in bank security or financial crime investigation and prevention.
- High school diploma, or its equivalent, plus specialized training in areas related to security compliance is required.
- A bachelor's degree and knowledge of relevant laws and regulations for financial institutions is preferred.
- Excellent organization, communication and interpersonal skills are required.
- Able to use various types of office equipment