Position Description: Security Guard

Basic Function of Position:

Perform Guard services to safeguard U.S Government property/personnel and to protect property/ personnel from fire damage, theft or any other imminent dangers

Major Duties and Responsibilities: 100%

- Prevent entry of unauthorized persons to U.S Gov buildings and residences.
- Check persons and Vehicles desiring entry to US Properties
- Protect US govt. Property from fire, damage and theft.
- Maintain orderly waiting line of Applicants for visa or consular service.
- Provide suitable information to SD members regarding suspicious persons and vehicles movements.

*Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.