AUBURN
Human Resources

Suppt Spec I, Access Control

Job Description

JOB INFORMATION

Job Code	AF07
Job Description Title	Suppt Spec I, Access Control
Pay Grade	ST07
Range Minimum	$33,970
33rd %	$37,940
Range Midpoint	$39,920
67th %	$41,900
Range Maximum	$45,860
Exemption Status	Non-Exempt
Approved Date:	11/11/2026 4:11:25 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Access Control

JOB SUMMARY

Under general supervision, responsible for assisting with key management and card access system administration; resolving technical issues; and providing keying, electronic access, and time-zone-related services to University staff, students, and affiliates.

RESPONSIBILITIES

- Assigns and tracks keys, cards, biometrics authentication, and other credential access levels for the campus population. Validates authorized requests and creates, modifies, and deletes users, pin segments, and/or various credentials in the system.
- Utilizes key management and/or Access Control systems, databases, and software. Ensures system data integrity by auditing frequently for upkeep or errors.
- Provides needed technical assistance to address mechanical and electronic access concerns and ensure high levels of customer service. Coordinates with segment and building administrators to resolve issues.
- Serves as a liaison between Access Control and other campus departments concerning keying and access needs. Schedules varying access to classrooms, labs, and conference rooms.
- Assists with master keying as well as creating and assigning locking/unlocking time zones for the entire campus including segments, buildings, and labs. Identifies and resolves discrepancies to help ensure efficient master keying and time zone management.
- Develops and delivers system reports for various University departments as needed. Coordinates processes for recurring reports to be utilized by Public Safety.
- May perform a variety of administrative duties such as budget tracking and coordination, purchasing, inventory management, card reader licensing management, and acting as a point of contact for vendors/outside agencies.
- Maintains responsibility for personal safety and the safety of others by following established safety procedures, using required personal protective equipment, identifying and reporting unsafe conditions, and completing required safety training.v

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	diploma or equivalent	and	2 years of	experience in customer service and office administration including computers, software, and databases. Preferred: Experience with keying management, access control, and/or security databases, systems, and software.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of customer service best practices.	
Knowledge of functions related to office administration.	
Ability to learn and use software systems related to key management, access control, and security systems.	
Ability to utilize and learn technology systems, software applications, computers, tablets, and mobile devices to receive assignments, document work activities, access information, and communicate effectively in support of assigned duties.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting			X			
Climbing		X				
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.