



**Title:** Special Agent

**Reports to:** Regional Director

**Salary:** \$20.00 hourly

*Supreme Intelligence of Investigation, Inc. (SII) is a premier private security company devoted to protective services, such as security guarding, mobile patrolling, monitoring and investigation. Based in Golden, Colorado, with years of experience in the security industry, we are committed to delivering bullet-proof security and preventive solutions tailored to meet our client's needs.*

*We are driven by a clear corporate culture and purpose, which helps us live according to our values of etiquette, sensitivity, and productivity. These values are at the heart of our culture, help define who we are and guide our actions.*

### **Position Overview:**

Supreme Intelligence of Investigation plays a crucial role for our clients and in our communities. The Special Agent position helps maintain a shielded and sealed environment for our clients by actively monitoring premises and patrolling a variety of locations. They preserve order while enforcing regulations and directives for a client site pertaining to personnel, visitors, and the area. Frequently Special Agents will provide trouble shooting and information to a client's employees and customers. As a Special Agent, you will work alongside men and women of the highest caliber, performing critical protective and investigative assignments. During their careers, special agents may be assigned to multiple duty stations throughout the nation and abroad.

## Responsibilities:

- Observe and report activities and incidents at an assigned client site, providing protection and safety of client property and personnel.
- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain.
- Special Agents must embody honesty, vigilance, dependability, and the ability to anticipate and address risks to ensure property safety without constant oversight.
- Possess sound judgment, mental fortitude, order maintenance, incident documentation, and the adaptability to learn and follow facility-specific rules.
- Investigate and take the appropriate lawful action as authorized by the corporate policy on accidents, incidents, trespassing, suspicious activities, safety and fire incidents.
- Control and monitor surveillance equipment and perform building and equipment inspections.
- Guard access points, permitting or refusing entry and direct heavy traffic during start and end of business hours.
- Complete daily reports, including relevant information, observations, surveillance footage, and signatures.

## Required skills:

- **Keen observation skills:** Possess a sharp eye for detail to monitor surroundings capably, identifying potential security threats or irregularities.
- **Strong verbal and written communication skills:** Ability to communicate clearly and effectively with team members, the public, and law enforcement, ensuring accurate information relay and reporting.
- **Quick thinking and problem-solving abilities:** Ability to make swift, informed decisions during incidents or emergencies, prioritizing safety and security.
- **Technical proficiency:** Skilled in operating various surveillance equipment, alarm systems, and basic computer applications for reporting and documentation.
- **Professional interpersonal skills:** Capable of interacting courteously and effectively with diverse groups of people, providing a reassuring and professional presence.

