



<b>Job Title:</b>	<b>Image Capture Specialist</b>
<b>Client/Contract:</b>	<b>Office of the Secretary of Defense</b>
<b>Security Clearance:</b>	<b>Top Secret</b>
<b>Location:</b>	<b>Springfield, VA/ Crystal City, VA</b>
<b>Position type:</b>	<b>Full Time/Exempt</b>
<b>Schedule:</b>	<b>Monday – Friday, 1<sup>st</sup> shift (other options available such as 6:00am – 2:30pm)</b>
<b>Report to:</b>	<b>Team Lead</b>
<b>HR Contact:</b>	<b>Kim Alberi, <a href="mailto:kalberi@qlxcorp.com">kalberi@qlxcorp.com</a></b>

**DUTIES AND RESPONSIBILITIES**

- Maintain office records, in paper and electronic format, including, but not limited to gathering, organizing, processing and indexing
- Access to records may require the individual to move boxes with a weight up to 25lbs
- Create log sheets, reports and production summaries for scanning work performed
- Perform frequent data entry assignments as well as other general administrative office functions
- Conduct quality assurance on all scanning, indexing, and data entry work performed
- Research and monitor current trends, best practices, and developments in the information management industry
- Recommend strategies and participate in agency planning, goal setting, and development of policies
- Ensure records creation, maintenance, use, and disposition are in accordance with federal guidelines
- Conduct records inventories of hardcopy and electronic records as well as for information systems/databases
- Provide recommendations on records formats, uniform naming conventions, and storage methods

**QUALIFICATIONS AND REQUIREMENTS**

- Bachelor’s Degree in History or related field or equivalent combination of education and/or experience
- Ability to communicate effectively – both orally and in writing
- Excellent customer service skills to adequately handle the needs of government program managers and their SMEs
- Extensive document scanning experience
- Familiarity with quality control checks and scanning procedures
- Proficiency in Microsoft Office Suite, Adobe Acrobat
- Detail-oriented with ability to work in a high pressure environment handling sensitive and/or classified information while meeting multiple deadlines