



<b>Job Title:</b>	<b>FOIA Administrative Support</b>
<b>Client/Contract:</b>	<b>Office of the General Counsel (OGC)</b>
<b>Location:</b>	<b>Pentagon</b>
<b>Position type:</b>	<b>Full Time/Exempt</b>
<b>Clearance Level:</b>	<b>DoD Top Secret Clearance</b>
<b>Schedule:</b>	<b>Monday – Friday, 1<sup>st</sup> shift or similar</b>
<b>Report to:</b>	<b>Team Lead</b>
<b>HR Contact:</b>	<b>Kim Alberi, kalberi@qlxcorp.com</b>

**DUTIES AND RESPONSIBILITIES**

- Prepare and review documents in accordance with the Freedom of Information Act (FOIA) and Privacy Act (PA)
- Assist in all portions of the FOIA lifecycle from initial request, coordinating responses, processing referrals, communicating with requestor, and maintaining accurate FOIA records
- Interpret regulations, agency enforcement codes, and organizational policies regarding release of agency documents
- Prepare documents for release subject to government review and approval
- Review completed requests for appropriateness of materials to be or not to be released
- Ensure released materials do not contain personal identifiers or directly or indirectly reveal trade secrets and other information exempted under the applicable statutes
- Determine appropriate redactions in accordance with FOIA Disclosure Exemptions
- Compose response letters, clarify requests, negotiate additional response time, and make recommendations on fees and fee waivers
- Coordinate with program offices on conducting searches for responsive documents
- Negotiate with submitters of records, and with requestors of those records, to clarify requests in order to make release determinations or recommendations

**QUALIFICATIONS AND REQUIREMENTS**

- Active DoD Top Secret clearance
- Bachelor’s Degree in information management related field or equivalent combination of education and/or experience
- Experience identifying and protecting Personally Identifiable Information (PII)
- Knowledge of the nine (9) FOIA Disclosure Exemptions
- Knowledge and proficiency of Microsoft Office Suite
- Demonstrate strong analytical skills, reading comprehension, and attention to detail
- Ability to multi-task, work in a team environment, and adjust to established work patterns and processes as required

*QualX Corporation is an equal opportunity employer.*