



<b>Job Title:</b>	<b>Records Analyst</b>
<b>Client/Contract:</b>	<b>Department of State – Office of the Historian, Foreign Service Institute (FSI/OH)</b>
<b>Security Clearance:</b>	<b>Active DOD Top Secret</b>
<b>Location:</b>	<b>Navy Hill, Washington D.C.; Contractor Site, Springfield VA</b>
<b>Position type:</b>	<b>Full Time/Exempt</b>
<b>Schedule:</b>	<b>Monday – Friday, core business hours between 8:00AM and 5:30PM preferred</b>
<b>Report to:</b>	<b>Contract Project Manager</b>
<b>HR Contact:</b>	<b>Kim Alberi, <a href="mailto:kalberi@qlxcorp.com">kalberi@qlxcorp.com</a></b>

**DUTIES AND RESPONSIBILITIES**

- Create records inventories of FSI/OH Foreign Relations of the United States (FRUS) manuscripts and identify containing documents
- Prepare boxes of FRUS manuscripts for transportation according to clearance level, meeting all security requirements
- Coordinate with contractor/government staff on transportation and retrieval of records/material and perform required security measures
- Liaise with government personnel regarding requirements and best practices
- Maintain tracking logs that indicate:
  - Indexing information as required
  - Storage locations of FSI/OH material
  - Delivery and retrieval dates
- Prepare paper material for digitization utilizing standard image capture process
- Perform digitization and Quality Control (QC) processes
- Additional duties as assigned

**QUALIFICATIONS AND REQUIREMENTS**

- DoD Top Secret Clearance
- Bachelor’s Degree in information management related field or equivalent combination of education and/or experience (preferred)
- A minimum of 1 year of related experience and familiarity of laws, regulations, and guidance that govern records in the federal government (preferred)
- Experience with Microsoft Office Suite applications (Word, Excel, Outlook, Access, and PowerPoint)
- Demonstrate strong analytical skills, reading comprehension, and attention to detail
- Ability to collaborate with team members and work independently to identify and create solutions for issues
- Willing and capable of lifting and moving record archives boxes (weighing approximately 30 pounds) as needed

*QualX Corporation is an equal opportunity employer.*