



Job Title:	Technical Declassification Analyst
Client/Contract:	Office of the Secretary of Defense
Security Clearance:	Active DOD Top Secret
Location:	Springfield, VA
Position type:	Full Time/Exempt
Schedule:	Monday – Friday, 1st shift (earlier options available such as 6:00am – 2:30pm)
Report to:	Contract Team Lead
HR Contact:	Kim Alberi, kalberi@qlxcorp.com

DUTIES AND RESPONSIBILITIES

- Conduct initial declassification reviews in support of Government agency
- Analyze unclassified and classified documents to determine the appropriate action needed in accordance with E.O. 13526
- Demonstrate understanding of document markings
- Utilize analytical skills to make determinations on documents for release, referral to other agencies, and exemption from automatic declassification
- Recognize possible nuclear weapons and intelligence information
- Properly handle boxes and documents (boxes can weigh between 15-25 lbs.) and ensure integrity of each and every box remains intact

QUALIFICATIONS AND REQUIREMENTS

- Bachelor’s Degree in Physical Science (Physics - Engineering) related field; or
- Military experience; or
- Minimum of two years of experience and knowledge relating to Declassification and E.O. 13526
- Active DoD Top Secret Clearance
- Ability to communicate effectively – both orally and in writing
- 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