



<b>Job Title:</b>	<b>Initial Review Analyst, Declassification</b>
<b>Client/Contract:</b>	<b>Department of Navy</b>
<b>Security Clearance:</b>	<b>Active DOD Top Secret</b>
<b>Location:</b>	<b>Bethesda, MD or College Park, MD</b>
<b>Position type:</b>	<b>Full Time/Exempt</b>
<b>Schedule:</b>	<b>Monday – Friday, 1<sup>st</sup> shift (earlier options available such as 7:00am – 3:30pm)</b>
<b>Report to:</b>	<b>Contract Team Lead</b>
<b>HR Contact:</b>	<b>Kim Alberi, <a href="mailto:kalberi@qlxcorp.com">kalberi@qlxcorp.com</a></b>

**OVERVIEW**

The Declassification Analyst will work on government site in Bethesda or College Park, MD in support of the Navy’s Automatic Declassification Program. Each new hire is required to undergo a one week training course on day one of employment.

**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 related field or equivalent combination of education and/or experience
- 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

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