



Job Title:	Information Management Analyst
Client/Contract:	Office of the Secretary of Defense (OSD)
Security Clearance:	Interim Secret Clearance w/ ability to obtain Top Secret Clearance
Location:	QualX HQ - Springfield, VA
Position type:	Full Time/Exempt
Schedule:	Monday – Friday, 1st shift (potential for earlier shift)
Report to:	Team Lead
HR Contact:	Kim Alberi, kalberi @qlxcorp.com

OVERVIEW

The Information Management Analyst will be trained and provide support in a variety of areas, including but not limited to, the Freedom of Information Act (FOIA) and Privacy Act (PA), Records Management, Mandatory Declassification Reviews (MDR), and Image Capture.

DUTIES AND RESPONSIBILITIES

- Conduct initial reviews for declassification, Freedom of Information Act (FOIA), and Privacy Act (PA) in support of Government agency
- Demonstrate understanding of document markings – classified and unclassified handling markings
- 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
- Perform production-level document preparation and scanning
- Research and monitor current trends, best practices, and developments in the information management industry
- Track and update case file status within Records Research Database
- Prepare final response memorandums for delivery to government clients
- Demonstrate proficiency in full life cycle records management, file plan creation and maintenance, applying records disposition schedules, and e-mail management
- 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 monthly and yearly records reviews to monitor office compliance
- Provide client targeted office assistance on an as needed basis
- Coordinate the transfer and retrieval of records
- 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
- Perform frequent data entry assignments as well as other general administrative office functions
- Maintain records, in paper and electronic format, including, but not limited to gathering, organizing, scanning and indexing
- Create log sheets, reports and production summaries and conduct quality control for all scanning work performed
- Assist on Records and Information Management Assessments to include writing reports and meeting minutes



QUALIFICATIONS AND REQUIREMENTS

- Active Interim Secret Clearance (ability to obtain Top Secret clearance required)
- Bachelor's Degree in information management related field or equivalent combination of education and/or experience
- Knowledge and proficiency in Microsoft Office Suite and information access and retrieval systems
- 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
- Possess exceptional leadership and communication skills (both oral and written)
- Experience with document and quality control standards, drafting correspondence, and case processing procedures

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