



<b>Job Title:</b>	<b>Records Management Analyst</b>
<b>Client/Contract:</b>	<b>Department of the Navy, Assistant for Administration (DON/AA) Directives &amp; Records Management Division (DRMD)</b>
<b>Security Clearance:</b>	<b>Secret</b>
<b>Location:</b>	<b>Pentagon, NCR Currently 1-2 days telework per week; telework schedule is not guaranteed permanently, and candidate must be flexible to report on site at the Pentagon whenever contractual requirements/client dictates</b>
<b>Position type:</b>	<b>Full-time</b>
<b>HR Contact:</b>	<b>Kim Alberi, <a href="mailto:kalberi@qlxcorp.com">kalberi@qlxcorp.com</a></b>
<b>DUTIES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Provide support in the management of DON records from creation to destruction, to include:             <ul style="list-style-type: none"> <li>○ Review and assess DON records to determine the proper records disposition schedule (RDS) and associated disposition instructions</li> <li>○ Respond to help desk tickets submitted by DON representatives to the DRMD Share Portal; track help desk ticket completion statistics to assist with contractual reporting requirements</li> <li>○ Provide consultation and assistance to the Records Management Specialist in tracking the status of quarterly disposals of temporary DON records that have met their disposition and coordinating with DON records owners to receive approval for destruction</li> <li>○ Create accounts for DON records management employees in the Archives and Records Centers Information System (ARCIS)</li> </ul> </li> <li>• Validate, develop, and update office standard operating procedures (SOPs) for various records management activities</li> <li>• Provide client-targeted office assistance on an as needed basis</li> <li>• Develop full working knowledge of DON/DoD/NARA guidelines and governing documents regarding federal records management</li> <li>• Research and monitor current trends, best practices, and developments in records management</li> <li>• Demonstrate flexibility to cross-train on the DRMD Directives Management, Forms Management, or Information Collections Management Programs when requested</li> </ul>	
<b>QUALIFICATIONS AND REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Secret Security Clearance</li> <li>• 1+ year(s) experience working directly with Federal executive level agencies, Department of Defense, or the DON records functions, directives, and instructions</li> <li>• Bachelor’s Degree in information management related field or equivalent combination of education and/or experience</li> <li>• Strong analytical skills, attention to detail, professional communication skills (written and verbal), and reading comprehension skills</li> <li>• Appetite to develop subject matter expertise in federal records management policies and procedures</li> <li>• Proficiency in Microsoft Office Suite, primarily Excel and Word             <ul style="list-style-type: none"> <li>○ Must have familiarity with management and presentation of large quantities of data in Excel</li> </ul> </li> </ul>	

- Must be able to develop clean, presentable work products in Excel and Word that can be submitted by Contract Management (with minimal adjustments) to GS-15 and SES-level Government employees
- Ability to multi-task, work in a team environment, and adjust to established work patterns and processes as required
- Desired but not required:
  - NARA Federal Records Management Training