



<b>Job Title:</b>	<b>Declassification Analyst</b>
<b>Client/Contract:</b>	<b>Office of the Secretary of Defence</b>
<b>Security Clearance:</b>	<b>Active DOD Top Secret</b>
<b>Location:</b>	<b>Springfield, VA</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 6:00am – 2:30pm)</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>

**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
- 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