



FREEDOM OF INFORMATION ACT (FOIA ANALYST)

REQUIRED EXPERIENCE AND EDUCATION

Wagner Resources, Inc. is currently seeking candidates to fill a Freedom of Information Act (FOIA) Analyst position in the Atlanta, GA area. Candidate will be responsible for processing FOIA requests, FOIA appeals, and preparing cases under litigation review. Must be able to analyze, research request and prepare responses. Excellent oral and written skills as well as the ability to work independently or as a member of a team are a must. Candidate must be able to communicate with various department personnel at every level.

REQUIRED EXPERIENCE AND EDUCATION

Successful candidate must have at least 2-4 years FOIA experience. Knowledge of FOIA & Privacy Act (PA) policies and procedures preferred but not required. Bachelors Degree preferred.

CLEARANCE REQUIREMENTS

Candidate must have or be eligible for a secret clearance.

As a trusted resource in the Government Contracting arena, WRI delivers consistently high quality and innovative business solutions for our clients; therefore we only hire and retain the best. WRI offers a challenging and professional environment with career development support. We offer a competitive compensation package with comprehensive benefits plan.

All interested candidates should submit resume to MaSheva King at mking@wagner-resources.com.