

FOIA Analyst

About Phacil

Phacil is one of the fastest growing Government Contractors in the country (11th fastest growing technology company in North America as ranked by Deloitte and Touche). We provide a wide range of diversified services to both the civilian and defense markets, including Information Technology Services, Acquisition Support, Facilities Management Support, and Security and Intelligence Services. Our customer base consists of both military and civilian agencies (US Army, Navy, Missile Defense Agency, Defense Intelligence Agency), as well as the commercial sector (Northrop Grumman, Boeing, BAE) and more.

More importantly for our employees and candidates, Phacil is well established with great benefits and opportunities to grow as we grow! Learn more about Phacil at www.phacil.com.

Location

Washington D.C.

Clearance Requirements

Active Secret or the ability to obtain Secret, must be a US Citizen

Scope

Process assigned casework and present their product to the Government chain of inspection for examination and eventual approval by the client. Provide FOIA/PA review of client's records and other federal agency records that contain client equities. Researches, coordinates and prepares documentation for, and responses to FOIA/PA. requests, coordinating disclosures of information with entities within client office and outside agencies while providing technical training to all field components. Supports the client's litigation efforts by crafting Vaughn indices, declarations, affidavits, answers to complaints and supplemental releases. Ensure the contract produces maximum yield and shall monitor the monthly production of the effort closely. Work heavily with legal personnel in the review and processing of FOIA/PA cases. Redacting or withholding agency records citing appropriate exemptions and generating response letters; and Responding to requestors concerning the agency's disclosure determination by generating response letters.

Qualifications

Bachelor's Degree

8 years general experience 4 of which is specialized in FOIA

Reviewing agency records in response to FOIA or PA requests;

Applying the FOIA/PA statutes to requests for agency records;

Use of FOIA/PA exemptions to withhold information from release to the public;

Written Communication: Expresses facts and ideas in a succinct and organized manner; modifies the style and content of written materials, presentations, reports, briefings and other forms of communication to meet the needs of diverse audiences

Problem Solving: Identifies and analyzes problems, distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individuals and organizational problems.

Self Management: Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Demonstrated ability to prioritize tasks and work independently, while ensuring communication of work status on critical projects with government and contractor support.

Phacil

See the Possibilities

Demonstrated organizational skills

Experience with Microsoft Word, Excel and PowerPoint

Knowledge of FOIA law with in-depth knowledge of the applications for FOIA/PA exemptions

Experience performing FOIA analysis.

We offer a competitive base salary and performance-based bonus, as well as comprehensive health and dental benefits, matching 401(k), vision and education reimbursement, commuter benefits, etc. All this and more in a young, but quickly growing company.

Phacil is a certified Silver Supplier with Boeing; a Commander's Coin Recipient for Future Combat Systems and Distributed Common Ground System Army; named Top Rising Star in the Top 50 Fastest Growing Companies in New Jersey by Deloitte and Touche; a Top 100 New Jersey Diversity Owned Business; a Top 100 Integrator; named "Best of Breed" by GSA; carries a 96% Dun & Bradstreet Customer Past Performance; profiled by GSA as a Small Business Success Story; profiled by the New Jersey Caucus Educational Corporation (both videos at www.phacil.com); and the first protégé in US Army Future Combat Systems (protégé to Boeing).

Phacil – See the Possibilities!

If interested, please submit your profile at www.phacil.com/jobs

To learn more about Phacil, visit us at www.phacil.com.