



FOIA Analysts – Junior, Mid and Senior Level

GSS is looking for creative, resourceful, and hardworking Freedom of Information Act (FOIA)/Privacy Act (PA)/Security Review Analysts who want real challenges and real rewards. The successful candidate will be responsible for analyzing incoming FOIA requests and must have a thorough knowledge of the exemptions provided by the FOIA. The candidate must be organized and have the ability to effectively communicate and coordinate with senior officials. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

Skills/Qualifications To Support The Following Functions:

- Backlog Reduction
- Multi-track Processing of FOIA/PA Requests and Appeals
- Compliance Support with FOIA, PA (1974), E-Gov Act of 2002, and Computer Matching & Privacy Protection Act of 1990
- Development of FOIA/PA Policy
- Thorough understanding of FOIA/PA Exemptions and EO requirements
- Document Control—Records Management
- Declassification Policy
- Development of Privacy Impact Assessments (PIAs) and Systems of Record Notices (SORNs)
- Preparation of Notices/Rules for the Federal Register
- Privacy Audit Support

Clearance Requirements

Must have a minimum of an active **DOD Top Secret** or **DOE Level Q** Clearance

Send Resumes To:

HR@GSS-INC.COM