

Position Description

Freedom of Information (FOIA) Analyst Enterprise Information Services Center

McNeil Technologies Inc. has been a premier provider of critical professional services and reliable business solutions to the US Federal Government for more than 20 years. We assist government agencies in meeting some of their most complex service needs through our values of corporate commitment, excellent personnel, and technology innovation.

Our offices are headquartered in Springfield, VA and we have satellite sites across the country and around the world.

We are currently seeking candidates to fill a **Freedom of Information (FOIA) Analyst** position located at our client's site in Washington, DC.

Duties & Responsibilities:

The incumbent will be responsible for ensuring released materials do not contain personal identifiers or directly or indirectly reveal trade secrets and other information exempted under the applicable statutes. Duties may include, but are not limited to: reviewing completed requests for appropriateness of materials to be or not to be released; composing response letters, clarifying requests; negotiating additional response time making recommendations on fees and fee waivers; coordinating with program offices on conducting searches for responsive documents; and negotiating with submitters of records, and with requestors of those records, to clarify requests in order to make release determinations or recommendations.

Required Qualifications:

Minimum qualifications include a current DoD Top Secret security clearance, a working knowledge and understanding of FOIA and Privacy Act processing procedures and actual experience in applying appropriate exemptions to complex requests, experience working in a Microsoft Office Suite applications (Word, Excel, Outlook, Access, and PowerPoint) environment, and a Bachelor's Degree.

Desired Qualifications:

At least three years of experience providing similar support within the defense arena.

McNeil Technologies offers competitive salary and excellent benefits packages. Please send resumes referencing desired position and salary requirements to eisrecruiting@mcneiltech.com. Applicants may also fax their resumes and salary requirements to (703) 778-8899 (ATTN: EISC Recruiting).