

FOIA Junior Data Analyst



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 01, 1970

Published : Nov 09, 2023

Employment Status : Project Base

Experience : Below 1 Year

Salary :

Gender : Any

Career Level : Entry Level

Qualification : High School Diploma

Job Description

This role involves providing essential administrative support for FOIA operations, handling record analysis, and managing FOIA/Privacy Act requests. The position includes entry, tracking, distribution, and redaction identification of incoming FOIA requests.

Education & Experience

- High School Diploma
- Administrative skills supporting FOIA Operations
- Ability to receive an Entry of Duty (EOD) decision

Skills:

- Initial document review
- Reconciliation between system records
- Record searches using fingerprint cards
- Cataloging and archiving support
- Correspondence preparation for FOIA and Privacy Act responses

Must Have

Educational Requirements

High School Diploma

Compensation & Other Benefits
