

Investigative Records Clerk

NT Concepts, a growing professional services firm in Vienna, Virginia, has a full time position available for an investigative records clerk. This is an entry level Administrative position, responsible for the review of sensitive data and materials to ensure that they meet established guidelines. The clerk will also conduct database searches, record requests, review files (hardcopy or online), record reporting, and perform updating of the database as appropriate.

Responsibilities include but are not limited to:

- Reviewing various types of records to ensure compliance and schedule necessary actions in accordance with guidelines.
- Prioritizing workload and accomplishing all assigned tasks within the performance standards.
- Maintaining manifest sheets, filing documents and maintaining computer files.
- Act as point of contact via telephone or inter-office computer system for the field and customers on specific and non-specific questions.

Required Skills

- Average writing and comprehension skills.
- Highly effective in communicating via email or verbally by telephone.
- Ability to plan, organize and complete multiple assignments with minimal supervision.
- Capacity to provide quality and timely feedback to those in the field and customers.
- Must be able to pass a drug screening test for amphetamines, cocaine, marijuana, opiates, and phencyclidine. A subject to random drug testing.
- Must possess or be able to obtain a Government Security Clearance
- Flexibility to work adjusted schedule including overtime.

Experience

- Requires a high school diploma.
- A familiarity with the requirements of performing administrative support services in an office environment.

Requirements

Citizenship	US Citizen
Security Clearance	Secret
Job Location	Boyers, PA
Duration	Full Time
Start Date	Immediately
Travel	< 5 %

How to Apply

Email your resume (including references and salary requirements) in MS Word or Adobe Acrobat format to jobs@ntconcepts.com. Please mention Job Code 036 in your cover letter.

About Us

NT Concepts is a professional services company specializing in geospatial solutions, e-Learning, and information technology. We offer a great employee benefits package (including 401K) and a fun, flexible working environment. NT Concepts is a Microsoft® Certified Partner, a Google Enterprise Partner, and equal opportunity employer. For more information, visit us at www.ntconcepts.com.

Posted: 04-27-2011