

Investigative Records Technician

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

Responsibilities include but are not limited to:

- High quality, timely, and cost effective processing of; database searches, records, requests, reviewing of files (hardcopy or online), record reporting, in including the updating of records as appropriate, and material destruction.
- Reviewing various types of records to ensure compliance and scheduling necessary actions in accordance with guidelines.
- Responsible for prioritizing workload and accomplishing all assigned tasks within the performance standards.
- Maintaining manifest sheets, filing documents and maintaining computer files.
- Acting as point of contact via telephone or inter-office computer system for the field and customers on specific and non-specific questions.

Required Skills

- Above average writing and comprehension skills. Skilled in communicating via email or verbally by telephone.
- Ability to plan, organize and complete multiple assignments with minimal supervision.
- Ability to develop and maintain good rapport with customers.
- Capable of providing quality and timely feedback to the field and customers.
- Must possess or be able to obtain a Government Security Clearance.
- Must be able to pass a drug screening test for amphetamines, cocaine, marijuana, opiates, and phencyclidine. A subject to random drug testing.
- Flexibility to work adjusted schedule including overtime

Experience

- Requires a high school diploma.
- At least a minimum of three (3) years experience in 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 035 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