



**General Services Administration**

**Federal Supply Service**

**Authorized Federal Supply Schedule Pricelist**

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order system are available through GSA Advantage!™, a menu-driven database system.

The INTERNET address for **GSA Advantage!™** is **www.gsaadvantage.com**

**Schedule Title:** Multiple Award Schedule (MAS)

**Contract Number:** GS-07F-0412V

**Contract Period:** July 6, 2009 – July 5, 2024

**Contractor:** **Forfeiture Support Associates, LLC (d/b/a FSA Federal)**  
2553 Dulles View Drive, Suite 450  
Herndon, VA 20171  
[www.FSAFederal.com](http://www.FSAFederal.com)  
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**Business Size:** Large

**Why FSA Federal?**

Recognized for our focused industry experience and superior customer service, FSA Federal serves the U.S. federal law enforcement and national security communities by providing high-quality administrative, legal, and investigative support services within the highest ethical framework. Our teams effectively respond to the evolving priorities of our customers, our workforce, and our country. With a track record of exceptional performance, a legacy rich in accomplishment, and a base of passionate and highly skilled employees, we have a deep understanding of our customers and their missions, and lasting relationships because of it.



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**SECTION I: CUSTOMER INFORMATION**

**1a. Special Item Numbers (SINs):**

<b>541990L</b>	Professional Law Enforcement Services
<b>541110</b>	Professional Legal Services
<b>OLM</b>	Order-Level Materials
<b>541611</b>	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
<b>541611LIT</b>	Litigation Support Solutions
<b>561110</b>	Office Administrative Services
<b>611430</b>	Professional and Management Development Training

**1b. Hourly Rates:** See Section II, *FSA Price List*. The prevailing Industrial Funding Fee (IFF) imposed by GSA (currently .75%) is included in the itemized rates. **Note:** Non-professional labor categories cannot be ordered without also ordering a professional labor category. Professional categories are highlighted in blue and non-professional categories are highlighted in yellow. (Section II) FSA’s compensation policy as it relates to “time and a half” payment for authorized overtime performed by our non- professional staff is incorporated into this Contract. Overtime is generally defined as hours performed over 40 hours per work week. Any overtime ordered for non-professional staff will be subject to “time and a half” billing rates. Overtime must be approved in advance by government authorized personnel and FSA management.

2. **Maximum Order Guideline:** \$200,000. This maximum order is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within five (5) days. Order(s) in excess of the maximum order amount may be placed against the Schedule contract.
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** The 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC and U.S. territories
5. **Point(s) of Production:** None
6. **Discount from List Prices:** Prices shown are Net-Discount already deducted
7. **Quantity Discount(s):** None
8. **Prompt Payment Terms:** 0.25%-10 days, net 30 days
9. a. **FSA will accept government purchase cards for task orders placed that are below the micro-purchase threshold.**
9. b. **FSA will accept government purchase cards for task orders placed that are above the micro-purchase threshold.**

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- 10. **Foreign Items:** None
  - 11. **a. Time of Delivery:** 30 days
  - 11. **b. Expedited Delivery:** Contact Contractor for availability.
  - 11. **c. Overnight and 2-day Delivery:** N/A
  - 11. **d. Urgent Requirements:** N/A
  - 12. **FOB Point:** None  
**Note:** Any travel costs associated with ordering FSA's Professional Labor services will be compliant with the Federal Travel Regulation (FTR) or Joint Travel Regulations (JTR) depending on customer requirement.
  - 13. **a. Ordering Address:** Same as contractor address
  - 13. **b. Ordering Procedures:** The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule home page ([www.gsaadvantage.com](http://www.gsaadvantage.com))
  - 14. **Payment Address:** Same as contractor address
  - 15. **Warranty Provision:** None
  - 16. **Export Packing Charges:** N/A
  - 17. **Terms and Conditions of Government Purchase Card Acceptance:** Any thresholds below the micro-purchase level
  - 18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
  - 19. **Terms and Conditions of Installation:** N/A
  - 20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices:** N/A
  - 20. **a. Terms and Conditions for Other Services:** N/A
  - 21. **List of Service and Distribution Points:** N/A
  - 22. **List of Participating Dealers:** N/A
  - 23. **Preventative Maintenance:** N/A
  - 24. **a. Special Attributes such as Environment Attributes:** N/A
  - 24. **b. Section 508 Compliance for EIT:** N/A
  - 25. **DUNs Number:** 134510648
  - 26. **UEI Number:** KJV1FNRC649

**SECTION II: FSA FEDERAL PRICE LIST**

Hourly rates shown are ceiling rates for each labor category at the highest cost location possible. Final labor rate(s) will be determined based on the actual location of ordered services and clearance level required, not to exceed the below listed ceiling rates. Professional categories are highlighted below in blue and non-professional categories are highlighted in yellow.

LABOR CATEGORY	HOURLY BILL RATE		
	No Clearance	Secret Clearance	Top Secret Clearance
<b>Investigative Support</b>			
Senior Auditor/Investigator II	\$179.14	\$206.01	\$214.97
Senior Auditor/Investigator I	\$153.55	\$176.58	\$184.26
Senior Forensic Accountant	\$116.37	\$133.83	\$139.64
Sr. Civil Investigator	\$107.64	\$123.79	\$129.17
Civil Investigator	\$88.83	\$102.15	\$106.60
Senior Financial Analyst/Investigator	\$86.04	\$98.95	\$103.25
Senior Analytical Specialist	\$69.80	\$80.27	\$83.76
<b>Legal Support</b>			
Attorney II	\$117.96	\$135.65	\$141.55
Attorney	\$92.34	\$106.19	\$110.81
Paralegal IV	\$73.36	\$84.36	\$88.03
Paralegal III	\$59.24	\$68.13	\$71.09
Paralegal II	\$53.46	\$61.48	\$64.15
Paralegal I	\$43.52	\$50.05	\$52.22
<b>Data Analysis and Records Management Support</b>			
Senior Records Examiner/Analyst	\$67.65	\$77.80	\$81.18
Records Examiner/Analyst	\$62.19	\$71.52	\$74.63
Data Analyst	\$48.11	\$55.33	\$57.73
<b>Accounting and Budget Support</b>			
Financial Analyst III	\$72.22	\$83.05	\$86.66
Financial Analyst II	\$58.37	\$67.13	\$70.04
Financial Analyst I	\$51.97	\$59.77	\$62.36
Accounting Clerk	\$39.96	\$45.95	\$47.95
<b>Management and General Support</b>			
Project Manager/Director	\$90.05	\$103.56	\$108.06
Operations Manager	\$73.99	\$85.09	\$88.79
Senior Technical Writer	\$64.58	\$74.27	\$77.50
Procurement Technician	\$73.05	\$84.01	\$87.66
Training Technician	\$61.09	\$70.25	\$73.31
Technical Writer I	\$52.21	\$60.04	\$62.65
Warehouse/Property Manager	\$51.87	\$59.65	\$62.24
Mail Room Manager	\$46.14	\$53.06	\$55.37
File Room Manager	\$44.77	\$51.49	\$53.72
Clerical II	\$35.43	\$40.74	\$42.52
Clerical I	\$30.93	\$35.57	\$37.12

**NOTES:**

- The prevailing Industrial Funding Fee (IFF) imposed by GSA (currently .75%) is included in the itemized rates.
- FSA's compensation policy as it relates to "time and a half" payment for authorized overtime performed by our non-professional staff is incorporated into this Contract. Overtime is generally defined as hours performed over 40 hours per work week. Any overtime ordered for non-professional staff will be subject to "time and a half" billing rates.
- Additionally, travel and other direct costs (ODCs) are not included in the above labor rates. If ordered, ODCs and travel costs will be priced and invoiced separately from labor and will be subject to all applicable indirect costs (3% Administrative Fee) and IFF. All travel costs will comply with the Federal Travel Regulations or Joint Travel Regulations.
- When required, overtime hours, travel, and ODCs should be separately itemized on orders.

**SECTION III: LABOR CATEGORY DESCRIPTIONS AND MINIMUM QUALIFICATIONS**

For all labor categories in this section, the following education and experience equivalencies are provided:

<b>Education and Experience Equivalencies</b>	
Equivalent combination of relevant education and experience may be substituted as appropriate.	
<b>Educational Requirement</b>	<b>Experience Equivalency</b>
Master's	6 years of related full-time work experience Bachelor's degree and 2 years related full-time work experience Associate degree and 4 years (related) full-time work experience Certification and 5 years (related) full-time work experience
Bachelor (specific or equivalent)	4 years of (related) full-time work experience Associate degree and 2 years (related) full-time work experience Certification and 3 years (related) full-time work experience
Associate (specific or equivalent)	2 years of (related) full-time work experience Certification and 1 years (related) full-time work experience
Paralegal Certification	1 year of related full-time work experience
Each year of higher education over and above required education may be substituted for one year of experience.	

### Investigative Support

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Senior Auditor Investigator II</b></p>	<ul style="list-style-type: none"> <li>• Must have at least 20 Years of related experience.</li> <li>• Demonstrated experience in managing complex Criminal/Civil/National Security/ investigations.</li> <li>• Must have excellent written and oral communication skills.</li> <li>• Understand the rules of evidence and criminal procedure, the admissibility and inadmissibility of evidence and the elements of the crime(s) under investigation.</li> <li>• Experience managing within a specific investigative field.</li> <li>• Significant experience testifying in court matters.</li> <li>• Demonstrated liaison/coordination skills.</li> </ul>	<ul style="list-style-type: none"> <li>• May serve as in-charge auditor for an audit team.</li> <li>• Must have the experience to address the independent performance of a major segment of an audit.</li> <li>• Oversees, analyzes and evaluates financial data for use in litigation.</li> <li>• Typically, an auditor working in support of a prosecutor's office will be expected to do the following:               <ul style="list-style-type: none"> <li>○ Initiate, plan and carry out work assignments with a minimum amount of direction and control.</li> <li>○ Work with investigators from a variety of law enforcement agencies.</li> <li>○ Review and evaluate financial documents such as tax returns, accountant's work papers, financial statements, loan records, bank and brokerage statements and books of account (general ledger, accounts payable and receivable, general journal, etc.)</li> <li>○ Reconstruct books and records that have been destroyed or are otherwise incomplete.</li> <li>○ Recommends what additional records are necessary to complete an investigation and how to obtain them.</li> <li>○ Assist in witness interviews.</li> <li>○ Prepare reports (with exhibits) summarizing the findings of their investigation in a way that will be understandable to those lacking an accounting background.</li> <li>○ Prepare graphical representations of findings and conclusions for use as grand jury and trial exhibits.</li> <li>○ Testify before grand juries and at trial.</li> <li>○ Provide management and oversight of professional investigations and collateral coverage to clarify and/or verify facts in Criminal/Civil/National Security/ investigations, or similar matters.</li> <li>○ Provide expert testimony in court cases/affidavits/Grand Jury and related matters.</li> <li>○ Provide reviews of analysis of information and makes intelligence assessments for cognizant investigators.</li> <li>○ Provide written reports/analysis of investigation/intelligence information.</li> </ul> </li> <li>• The individual must possess a valid driver's license.</li> <li>• Ability to travel in support of investigations.</li> <li>• Foreign language skills are preferred.</li> </ul>	<p>Bachelor's degree in accounting and CPA certification required. A Bachelor's degree in some other finance discipline with 3 years of auditing experience can be substituted.</p> <p>Master's degree preferred.</p> <p>Formalized training and certification within a specific expertise/investigative field preferred.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation</p>



Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p style="text-align: center;"><b>Senior Auditor Investigator I</b></p>	<ul style="list-style-type: none"> <li>• Must have at least 20 Years of related experience, demonstrated experience in complex Criminal/Civil/National Security/ investigations or experience within a specific investigative field.</li> <li>• Must have excellent written and oral communication skills.</li> <li>• Understand the rules of evidence and criminal procedure, the admissibility and inadmissibility of evidence and the elements of the crime(s) under investigation.</li> <li>• The individual must possess a valid driver's license.</li> <li>• Ability to travel in support of investigations.</li> <li>• Experience managing within a specific investigative field.</li> <li>• Significant experience testifying in court matters.</li> <li>• Demonstrated liaison/coordination skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Performs as a member of an audit team, which includes performing audit steps under the supervision of a Senior Auditor or Supervisor.</li> <li>• Auditor must have the experience to address the independent performance of a major segment of an audit.</li> <li>• The auditor analyzes and evaluates financial data for use in litigation.</li> <li>• Typically, an auditor working in support of a prosecutor's office will be expected to do the following:               <ul style="list-style-type: none"> <li>○ Initiate, plan and carry out work assignments with a minimum amount of direction and control.</li> <li>○ Work with investigators from a variety of law enforcement agencies.</li> <li>○ Review and evaluate financial documents such as tax returns, accountant's work papers, financial statements, loan records, bank and brokerage statements and books of account (general ledger, accounts payable and receivable, general journal, etc.)</li> <li>○ Reconstruct books and records that have been destroyed or are otherwise incomplete.</li> <li>○ Recommends what additional records are necessary to complete an investigation and how to obtain them.</li> <li>○ Utilize accounting software.</li> <li>○ Assist in witness interviews and prepare reports (with exhibits) summarizing the findings of their investigation in a way that will be understandable to those lacking an accounting background.</li> <li>○ Prepare graphical representations of findings and conclusions for use as grand jury and trial exhibits.</li> <li>○ Testify before grand juries and at trial.</li> <li>○ Investigator I provides professional investigations and collateral coverage to clarify and/or verify facts in Criminal/Civil/National Security/ investigations, or similar matters.</li> <li>○ Provide expert testimony in court cases/affidavits/Grand Jury and related matters.</li> <li>○ Provide reviews of analysis of information and makes intelligence assessments for cognizant investigators.</li> <li>○ Provide written reports/analysis of investigation/intelligence information.</li> </ul> </li> <li>• The individual must possess a valid driver's license.</li> <li>• Ability to travel in support of investigations.</li> <li>• Foreign language skills are preferred.</li> </ul>	<p>Bachelor's degree in accounting and CPA certification required. A Bachelor's degree in some other finance discipline with 3 years of auditing experience can be substituted.</p> <p>Master's degree preferred.</p> <p>Formalized training and certification within a specific expertise/investigative field preferred.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p style="text-align: center;"><b>Senior Forensic Accountant</b></p>	<ul style="list-style-type: none"> <li>• 10 years of direct experience related to forensic accounting or complex financial analyses in support of criminal prosecutions.</li> <li>• One or more related professional certifications such as Certified Public Accountant, Certified Internal Auditor, Certified Fraud Examiner, Certified Government Financial Manager, etc.</li> <li>• Proficiency in using Microsoft Office; experience with complex databases and SQL desired.</li> <li>• Experience managing similar work and supervising subordinates may be preferred.</li> <li>• Demonstrated ability to: (a) prioritize and complete multiple complex projects under tight deadlines; (b) work with minimal supervision; (c) consistently deliver the highest level of quality work; and (d) communicate effectively.</li> </ul>	<p>A Senior Forensic Accountant performs, but is not limited to, the following activities:</p> <ul style="list-style-type: none"> <li>○ Performs all of the duties of a Senior Financial Analyst/Investigator.</li> <li>○ May supervise Senior Financial Analysts/Investigators and others.</li> <li>○ Supports nationwide financial initiatives, including major cases, program initiatives, and financial initiatives that may affect agency financial operations such as audit readiness, A- 123, etc.</li> <li>○ Monitors and analyzes the financial operations of region or district offices.</li> <li>○ Assists districts by providing: (1) guidance relative to complex cases and complex financial transactions and assets; and (2) support for program initiatives.</li> <li>○ Formulates administrative and technical procedures for accomplishing tasks.</li> <li>○ Performs complex technical and factual research relative to financial and business transactions and assets.</li> <li>○ Prepares and submits results of analyses/reviews in clear language with summary and detail, providing actionable information for executives.</li> <li>○ Provides forensic audit and analyses of complex business organizations and transactions, including domestic and international.</li> </ul>	<p>Four year undergraduate degree in accounting, finance or related field.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation</b></p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Sr. Civil Investigator</b></p>	<ul style="list-style-type: none"> <li>• 20+ Years of related experience.</li> <li>• Demonstrated experience in managing complex Criminal/Civil/National Security/ investigations.</li> <li>• Experience managing within a specific investigative field.</li> <li>• Significant experience testifying in court matters.</li> <li>• Foreign language skills are preferred.</li> <li>• Demonstrated liaison/coordination skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides management and oversight of professional investigations and collateral coverage to clarify and/or verify facts in Criminal/Civil/National Security/ investigations, or similar matters.</li> <li>• Provides expert testimony in court cases/affidavits/Grand Jury and related matters.</li> <li>• Travels in support of investigations.</li> <li>• Provides reviews of analysis of information and makes intelligence assessments for cognizant investigators.</li> <li>• Provides written reports/analysis of investigation/intelligence information.</li> <li>• Must have excellent written and oral communication skills.</li> </ul>	<p>Bachelor’s degree required; Master’s degree preferred. Additional experience can be substituted for degree requirements.</p> <p>Formalized training and certification within a specific expertise/investigative field.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>
<p><b>Civil Investigator</b></p>	<ul style="list-style-type: none"> <li>• 10+ Years of related experience.</li> <li>• Demonstrated experience in complex Criminal/Civil/National Security/ investigations.</li> <li>• Experience within a specific investigative field.</li> <li>• Significant experience testifying in court matters.</li> <li>• Foreign language skills are preferred.</li> <li>• Demonstrated liaison/coordination skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides professional investigations and collateral coverage to clarify and/or verify facts in Criminal/Civil/National Security/ investigations, or similar matters.</li> <li>• Provides expert testimony in court cases/affidavits/Grand Jury and related matters.</li> <li>• Travels in support of investigations.</li> <li>• Provides analysis of information and makes intelligence assessments for cognizant investigators.</li> <li>• Provides written reports/analysis of investigation/intelligence information.</li> <li>• Must have above average oral communication skills.</li> </ul>	<p>Bachelor’s degree required; Master’s degree preferred. Additional experience can be substituted for degree requirements.</p> <p>Formalized training and certification within a specific expertise/investigative field preferred.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p style="text-align: center;"><b>Senior Financial Analyst/ Investigator</b></p>	<ul style="list-style-type: none"> <li>• 7 years of accounting, finance, or other related experience.</li> <li>• Proficiency in using a spreadsheet and word processing software.</li> <li>• Ability to consistently deliver the highest quality work under extreme pressure.</li> </ul>	<p>A Senior Financial Analyst / Investigator performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Assists attorneys or prosecutors in reviewing and analyzing financial records obtained during investigations to determine the source and flow of funds, the nature and volume of transactions conducted, and the interplay among related accounts.</li> <li>○ Traces proceeds, identifies assets and funds, and develops legal theories for cases.</li> <li>○ Assists attorneys, prosecutors, and/or investigators with the financial component of their preparation for hearings, court proceedings, and depositions.</li> <li>○ Prepares exhibits, graphs, charts, and summaries to assist prosecutors in the effective presentation of financial evidence in hearings, court proceedings, and depositions.</li> </ul>	<p>A four year undergraduate degree in accounting or finance; a CPA certification is desirable.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p style="text-align: center;"><b>Senior Analytical Specialist</b></p>	<ul style="list-style-type: none"> <li>• Supervisory experience is desirable.</li> <li>• Demonstrated experience in performing research using a variety of automated tools and software and proficiency in using spreadsheet and word processing software.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<p>A Senior Analytical Specialist performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Assist a Government Agent by providing investigative support to on-going major criminal investigations.</li> <li>○ Perform research into the factual aspects of the portions of a case by reviewing and analyzing questions at issue and reviewing the facts of the case to assist by preparing summaries and digests of pertinent data, compiling indexes, preparing trial material, and summarizing deposition or other transcripts.</li> <li>○ Performing certain liaison functions between the investigation and the attorney designated to prosecute the case.</li> <li>○ Monitoring and analyzing the status of the assigned cases to determine whether current or proposed actions are sound.</li> <li>○ May direct the work of other contract staff in order to achieve the goal of the investigation to assure that the work meets contract and Government requirements and is delivered on time.</li> <li>○ Must be able to formulate administrative and technical procedures for accomplishing the tasks assigned.</li> <li>○ Performs complex technical and factual research.</li> </ul>	<p>An undergraduate degree or a paralegal certificate or eight years' experience as a paralegal or other legal experience.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>

### Legal Support

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Attorney II</b></p>	<ul style="list-style-type: none"> <li>• At least 2 years post-JD experience.</li> <li>• Demonstrated ability to utilize law library resources and working knowledge of legal research tools.</li> <li>• Demonstrated outstanding legal writing skills; requires outstanding written and oral communication skills</li> <li>• Proficiency in common software applications, Lexis- Nexis and West Law.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Performs expert legal research and writing on extremely sophisticated legal issues.</li> <li>• Reviews investigative reports from various executive agencies, prepares summaries of those reports, and identifies matters requiring close Department review.</li> <li>• Conducts high-level analysis of facts, evidence, and legal authorities in connection with domestic and international investigations.</li> <li>• Prepares persuasive legal memoranda, motions, and briefs, which synthesize facts, evidence, and legal authorities.</li> <li>• Drafts reports, develops training curricula, and prepares responses to Congressional and citizen correspondence.</li> <li>• Assists in the policy area, analyzing and drafting comments on legislative proposals.</li> <li>• Prepares correspondence for signature of government officials on a variety of complex issues.</li> <li>• Coordinates with other Contractor support components in order to accomplish work.</li> </ul>	<p>Law degree.</p> <p>Bar certified.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p><b>Attorney</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to utilize law library resources and working knowledge of research tools.</li> <li>• Demonstrated excellent legal writing skills, requires excellent written and oral communication skills.</li> <li>• Proficiency in common software applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Performs complex legal research.</li> <li>• Prepares draft legal documents, such as motions, briefs, memoranda of law, etc.</li> <li>• Screens documents for privilege.</li> <li>• Under direction, assists attorneys with all phases of litigation.</li> </ul>	<p>Law degree or currently a student at an ABA-accredited law school with at least one year completed</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<b>Paralegal IV</b>	<ul style="list-style-type: none"> <li>• At least 3 years of paralegal experience required.</li> <li>• Supervisory experience required.</li> <li>• Sound working knowledge of legal system, legal research procedures, and sources of information.</li> <li>• Excellent written and oral communication skills, analytic ability, and thorough knowledge of legal research tools.</li> <li>• Hands-on familiarity with a variety of computer applications, including word processing, database, spreadsheet, and telecommunications.</li> <li>• Ability to consistently deliver highest quality work under extreme pressure.</li> </ul>	<p>A Paralegal IV performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Assist attorneys; provides Paralegal II &amp; III review.</li> <li>○ Directs and supervises the work of paralegal and other contractor staff, particularly on major paralegal support efforts, such as large legal research projects, or major in-courtroom support.</li> <li>○ Monitors work and reports on progress; responsible for ensuring that work meets requirements and is delivered on time.</li> <li>○ Troubleshoots and performs quality control spot- checks. Must be able for formulate administrative and technical procedures for getting the work done.</li> <li>○ Performs complex legal factual research.</li> <li>○ Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case-specific materials. Assists trial staff in coordination with expert witnesses.</li> <li>○ Arranges for access to appropriate Department of Justice libraries and other legal research facilities.</li> <li>○ Coordinates with other Contractor support components in order to accomplish work.</li> </ul>	<p>Bachelor’s Degree in Paralegal Studies; or</p> <p>Bachelor’s Degree in another Field with a Paralegal Certificate; or</p> <p>Possess a paralegal certificate with additional 3 years’ paralegal experience or</p> <p>HS Diploma with additional 4 years paralegal experience.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<b>Paralegal III</b>	<ul style="list-style-type: none"> <li>• At least 5 year’s of paralegal experience required</li> <li>• At least one year of automated paralegal support experience.</li> <li>• Sound working knowledge of legal system, legal research procedures, and sources of information.</li> <li>• Excellent written and oral communication skills, analytic ability, and thorough knowledge of legal research tools.</li> <li>• Hands-on familiarity with a variety of computer applications, including word processing, database, spreadsheet, and telecommunications.</li> <li>• Ability to consistently deliver highest quality work under extreme pressure.</li> </ul>	<p>Paralegal III performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Assists attorney in reviewing case material to include gathering and analyzing case material and preparing a digest of selected decisions/opinions, including legal references. May provide Legal Clerk/Paralegal II review.</li> <li>○ Receives, examines, and evaluates new and complex cases with reference to the facts of the case and established standards.</li> <li>○ Investigates facts and laws of cases and searches public records and other resources to prepare cases and determine causes of action by using a variety of legal research tools, public information databases, and other automated resources.</li> <li>○ Prepares legal pleadings, motions, papers, and proposed orders.</li> <li>○ Organizes and manages files, documents, and indexing exhibits.</li> <li>○ Summarizes documents and proceedings, including depositions, interrogatories, and testimony to assist attorneys.</li> </ul>	<p>Possess a paralegal certificate or HS Diploma / GED additional 1 years’ paralegal experience.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Paralegal II</b></p>	<ul style="list-style-type: none"> <li>• At least 2 year's experience;</li> <li>• Automated litigation support experience very helpful.</li> <li>• Basic paralegal knowledge, including knowledge of standard legal citation system sufficient to perform basic legal research.</li> <li>• Excellent written and oral communication skills and thorough knowledge of legal research tools.</li> <li>• Hands-on familiarity with a variety of computer applications, including word processing, database, spreadsheet, and telecommunications.</li> <li>• Ability to consistently deliver highest quality work under extreme pressure.</li> </ul>	<p>A Paralegal II performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Assist attorneys, and provides Paralegal I review</li> <li>○ Reviews case material and prepares digest of selected decisions/opinions incorporating legal references.</li> <li>○ Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents.</li> <li>○ Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law.</li> <li>○ Interviews potential witnesses and prepares summary interview reports for the attorney's review.</li> <li>○ Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g. missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigating by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage.</li> <li>○ Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits.</li> <li>○ Verifies citations and legal references on prepared legal documents.</li> <li>○ Prepares summaries of testimony and depositions.</li> <li>○ Drafts/edits non-legal memoranda, research reports and correspondence relating to cases.</li> </ul>	<p>Paralegal Certificate; or High School Diploma/GED with at least three-years' paralegal experience.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p><b>Paralegal I</b></p>	<ul style="list-style-type: none"> <li>• Attention to detail and the ability to read and follow directions.</li> <li>• Good oral and written communications skills.</li> <li>• Must have 1 year's experience in a related field.</li> <li>• Must possess a demonstrated ability to analyze documents to extract selected information.</li> </ul>	<p>A Paralegal I performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provide apprentice-level examination of legal instruments,</li> <li>○ Review legal instruments (completeness of information, proper execution).</li> <li>○ Conduct research and obtain additional information related to specific cases.</li> <li>○ Determine correctness of action (per Government regulations, procedures, etc).</li> <li>○ Research records (to ascertain conditions that might preclude action).</li> <li>○ Provide information on instruments.</li> <li>○ Provide assistance on instruments.</li> <li>○ Gather facts for cases and routine reports.</li> <li>○ Perform initial review of petitions.</li> <li>○ Verify citations and legal references on legal documents.</li> </ul>	<p>High School Diploma/GED.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>



### Data Analysis and Records Management Support

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Senior Records Examiner/Analyst</b></p>	<ul style="list-style-type: none"> <li>• At least 3 years of related experience.</li> <li>• Supervisory experience.</li> <li>• Sound working knowledge of legal system, legal research procedures and sources of information.</li> <li>• Excellent written and oral communication skills, thorough knowledge of automated research tools.</li> <li>• Should have hands-on familiarity with variety of computer applications, including word processing, database, spreadsheet, and telecommunications.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<p>A Senior Records Examiner/Analyst performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provide Clerical, Data Analyst, and Records Examiner/Analyst supervision and review.</li> <li>○ Directs and supervises the work of contractor staff, particularly on major support efforts, such as large research projects or major office support.</li> <li>○ Monitors work and reports on progress; responsible for ensuring that work meets contract and government requirements and is delivered on time.</li> <li>○ Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done.</li> <li>○ Performs complex technical and factual research.</li> <li>○ Designs and develops systems and procedures for tracking, controlling, and managing case files, exhibits, and other case specific materials.</li> <li>○ Coordinates with other Contractor support components in order to accomplish work.</li> <li>○ Reports to a Director or Manager; may also have significant contact with Government Officials and/or clients.</li> </ul>	<p>A four year undergraduate degree or HS Diploma/GED and additional 2 years experience</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p><b>Records Examiner/Analyst</b></p>	<ul style="list-style-type: none"> <li>• Must have one year of experience in a related field.</li> <li>• Attention to detail and the ability to read and follow directions.</li> <li>• Good oral and written communications skills.</li> <li>• Must possess a demonstrated ability to analyze documents to extract information.</li> </ul>	<p>A Records Examiner/Analyst will provide Data Analyst tasks and performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Review data and information from multiple sources.</li> <li>○ Establish case/project files.</li> <li>○ Enter and retrieve data from data bases.</li> <li>○ Prepare and format management reports.</li> <li>○ Manipulate, transfer, compute and print information.</li> <li>○ Create and manipulate spreadsheets.</li> <li>○ Prepare and correct reports and correspondence using word processing software.</li> <li>○ Conduct validation and verification of case files and case data system.</li> </ul>	<p>A four year undergraduate degree or HS Diploma/GED and two years' experience.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>



Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Data Analyst</b></p>	<ul style="list-style-type: none"> <li>• Ability to review and analyze data and information from multiple sources.</li> <li>• Ability to establish case/project files.</li> <li>• Ability to enter and retrieve data from data bases.</li> <li>• Ability to prepare and format management reports.</li> <li>• Ability to manipulate, transfer, and compute and print information.</li> <li>• Ability to create and manipulate spreadsheets.</li> <li>• Ability to prepare and correct reports and correspondence using word processing software.</li> </ul>	<p>A Data Analyst performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provide organization and management of data files</li> <li>○ Review data (completeness of information, proper execution).</li> <li>○ Extract data from data base.</li> <li>○ Obtain additional information from other agencies/organizations data bases.</li> <li>○ Establish/maintain physical files.</li> <li>○ Prepare notices/advertisements.</li> <li>○ Reconcile inconsistencies.</li> <li>○ Prepare declarations.</li> <li>○ Gather information and organize investigative packages, case files or presentations.</li> <li>○ Verify information and files against tracking system.</li> <li>○ Maintain internal status information on the disposition of designated information, files, and assets.</li> <li>○ Assure information is accurate and perform analytical computations necessary to process data.</li> <li>○ Conduct and reconcile inventories.</li> <li>○ Distribute and receive documents.</li> <li>○ Assist analysts or officials in obtaining/collecting all documents/information to complete files.</li> <li>○ Provide administrative information and assistance concerning case or file to other agencies or organizations.</li> <li>○ Extract data from data bases for management and program reports.</li> <li>○ Perform word processing tasks.</li> <li>○ Perform data entry.</li> </ul>	<p>High School diploma or GED.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>

### Accounting and Budget Support

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Financial Analyst III</b></p>	<ul style="list-style-type: none"> <li>• 3 years of related experience.</li> <li>• Supervisory experience</li> <li>• Experience in Government accounting systems and proficiency in using spreadsheet and word processing software.</li> <li>• Ability to consistently deliver highest quality work under extreme pressure.</li> </ul>	<p>A Financial Analyst III performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provides financial management and budgetary support.</li> <li>○ Performs certain liaison functions with client with respect to budget execution.</li> <li>○ Monitors and analyzes the financial condition of assigned programs to determine whether current or proposed actions are fiscally sound.</li> <li>○ Directs and supervises the work of contractor staff; monitors work and reports on progress.</li> <li>○ Ensures that work meets contract and Government requirement and is delivered on time.</li> <li>○ Formulates administrative and technical procedures for accomplishing the tasks.</li> <li>○ Performs complex technical and factual research.</li> </ul>	<p>A four year undergraduate degree in accounting, finance or business administration; a CPA certification is desirable.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p><b>Financial Analyst II</b></p>	<ul style="list-style-type: none"> <li>• Requires experience with Government accounting system.</li> <li>• Proficiency in using spreadsheet and word processing software.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<p>A Financial Analyst II performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provides general financial management and budgetary support.</li> <li>○ Monitors and reviews accounting reports</li> <li>○ Reviews invoices and receipts.</li> <li>○ Performs certain liaison functions with clients with respect to budget execution.</li> <li>○ Reviews reprogramming requests of clients.</li> <li>○ Provides program specific analysis to support budget formulation, budget execution, and financial reporting processes.</li> </ul>	<p>A four year undergraduate degree in accounting, finance, or business administration.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p><b>Financial Analyst I</b></p>	<ul style="list-style-type: none"> <li>• Requires proficiency in using spreadsheet and word processing software and general knowledge of financial statements.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews accounting practices to ensure compliance with Federal laws and regulations (e.g., Single Audit Act), Generally Accepted Accounting Principles (GAAP), relevant Office Management and Budget (OMB) circulars, etc.</li> <li>• Uses independent judgment and discretion to Identify corrective actions for improper or illegal expenditures and accounting funds, based on generally accepted Government accounting practices.</li> <li>• Reviews and analyzes annual financial statements to ensure compliance with laws, regulations, program policies and procedures.</li> <li>• Creates and prepares draft budget request for office operations.</li> </ul>	<p>A four year undergraduate degree in business administration or a related field.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Accounting Clerk</b></p>	<ul style="list-style-type: none"> <li>• No specific experience required.</li> </ul>	<p>An Accounting Clerk performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Reviews invoices and statements to confirm the funds have been obligated and resolves any issues. Reviews will include coding transactions and processing data for application in the accounting system</li> <li>○ Employee resolves problems in recurring assignments in accordance with previous training and experience.</li> <li>○ Reviews and analyzes data and information from multiple sources.</li> <li>○ Enters and retrieves data from data bases,</li> <li>○ Prepares and formats management reports.</li> <li>○ Creates and manipulates, transfers, computes, and prints information.</li> <li>○ Prepares and corrects reports and correspondence using word processing software.</li> </ul>	<p>High school diploma or GED;          *This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>

### Management and General Support

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Project Manager/Director</b></p>	<ul style="list-style-type: none"> <li>• Attention to detail and the ability to follow and read directions.</li> <li>• Good oral and written communication skills.</li> <li>• Must have one year of experience related to law enforcement.</li> <li>• Must possess a demonstrated ability to analyze documents to extract information.</li> <li>• Must have at least 1 year experience as a supervisor.</li> </ul>	<p>The Project Manager/Director performs, but is not limited to the following activities:</p> <ul style="list-style-type: none"> <li>○ Manages execution of the contract for the office.</li> <li>○ Supervises each subordinate office supervisor (supervisor).</li> <li>○ Executes the Contractor's quality control program.</li> <li>○ Recruits and hires all supervisors/office managers with approval of program manager.</li> <li>○ Approves hiring of all personnel within area of responsibility.</li> <li>○ Executes the training program within assigned area of responsibility.</li> <li>○ Reports directly to the program manager.</li> </ul>	<p>Four year undergraduate degree.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>
<p><b>Operations Manager</b></p>	<ul style="list-style-type: none"> <li>• Possess at least 1 year experience as a supervisor.</li> <li>• Have 1 year's experience in a related field.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> <li>• Attention to detail and the ability to efficiently and effectively direct the work of others.</li> <li>• Good oral and written communications skills.</li> <li>• Possess a demonstrated ability to analyze documents to extract information.</li> </ul>	<p>An Operations Manager performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Manages execution of the contract support effort for the office.</li> <li>○ Supervises subordinate supervisors assigned to the office.</li> <li>○ Executes the Contractor's quality control program.</li> <li>○ Recruits and hires all subordinate supervisors within the office.</li> <li>○ Reports to a Director, or Manager; may also have significant contact with government representatives and clients.</li> </ul>	<p>Four year undergraduate degree.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Senior Technical Writer</b></p>	<ul style="list-style-type: none"> <li>• Excellent reading, writing and oral communication skills.</li> <li>• Knowledge of desktop publishing or graphic programs is preferred.</li> <li>• 1.5 years experience in researching, writing, editing, proofreading or performing word processing of written materials is required.</li> </ul>	<p>A Senior Technical Writer performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignments from supervisor.</li> <li>○ Observes production, developmental, and experimental activities to determine operating procedure and detail.</li> <li>○ Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.</li> <li>○ Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.</li> <li>○ Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.</li> <li>○ Types or scans articles.</li> <li>○ Prepares documents to be posted on the Intranet.</li> <li>○ Distributes publications to appropriate law enforcement offices in the field.</li> <li>○ Carries print jobs to printing and budget offices.</li> <li>○ Maintain records and files of work and revisions.</li> <li>○ Select photographs, drawings, sketches, diagrams, and charts to illustrate material.</li> <li>○ Assist in laying out material for publication.</li> <li>○ Arrange for typing, duplication and distribution of material.</li> <li>○ Write speeches, articles, and public or employee relations releases.</li> <li>○ Edit, standardize, or make changes to material prepared by other writers or plant personnel</li> </ul> <p>Specialize in writing material regarding work methods and procedures.</p>	<p>A four year undergraduate degree in English, journalism, communications, or related field, or High School Diploma/GED and two years additional experience.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Procurement Technician</b></p>	<ul style="list-style-type: none"> <li>• At least 1 year demonstrated experience in procurement related support services.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<p>A Procurement Technician performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provide general procurement assistance to Government authorities.</li> <li>○ Develop statement of work related to procurement.</li> <li>○ Develop technical requirements.</li> <li>○ Provide contract oversight/quality assurance for procurement related activities.</li> <li>○ Process invoices.</li> </ul>	<p>High School diploma or GED is required</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>
<p><b>Training Technician</b></p>	<ul style="list-style-type: none"> <li>• At least 3 years demonstrated ability in coordinating and managing training programs.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<p>A Training Technician performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Develop, implement, and conduct required training.</li> <li>○ Coordinates with organizations managers/training coordinators to develop initial and follow on curricula for all contractor personnel.</li> <li>○ Develops training material, organizes schedules and provides logistical support for training, conducts training, maintains training records.</li> <li>○ Publishes periodic training and information advisories.</li> <li>○ Updates training to ensure policy, regulatory, legal, and system changes are incorporated in training curricula.</li> </ul>	<p>High School diploma or GED is required</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Technical Writer I</b></p>	<ul style="list-style-type: none"> <li>• Experience in researching, writing, editing, proofreading or performing word-processing of written materials is required.</li> <li>• Knowledge of desktop publishing or graphics programs is preferred, but not required.</li> </ul>	<p>A Technical Writer I performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Performs as the Technical Writer’s staff assistant on all project assignments. Receives specific tasks and proactive supervision and guidance from Technical Writer on all project assignments.</li> <li>○ Conducts research and prepares initial drafts of assigned portions of material for reports, manuals, briefs, proposals, instruction books, catalogues, and related technical and administrative publications concerned with work methods and procedures, and installation, operation and maintenance of machinery and other equipment.</li> <li>○ Observes production, developmental, and experimental activities with production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.</li> <li>○ Reviews manufacturer’s and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.</li> <li>○ Studies blueprints, sketches, drawings, parts lists, specifications, mockups and product samples to become familiar with technology, operating procedures, and production sequence and details.</li> <li>○ Organizes research material and assists the Technical Writer with writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.</li> <li>○ Reviews published materials and uses own judgment to draft revisions or changes in scope, format content, and methods reproduction and binding.</li> <li>○ Maintains records and files of technical writing work and revisions.</li> </ul>	<p>HS Diploma/GED, a four year undergraduate diploma in English, journalism, communications, or related field preferred.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>
<p><b>Warehouse/Property Manager</b></p>	<ul style="list-style-type: none"> <li>• At least 3 years demonstrated experience in supply technician or inventory management responsibilities.</li> <li>• Familiar with the technical supply management.</li> <li>• Familiar with the management of decentralized and decontrolled items.</li> </ul>	<p>A Warehouse/Property Manager performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provide general property custodial assistance to Government authorities.</li> <li>○ Receive property.</li> <li>○ Order appraisal.</li> <li>○ Dispose of property.</li> <li>○ Maintain inventory.</li> <li>○ Conduct inventories.</li> <li>○ Store property.</li> <li>○ Oversee contract storage.</li> <li>○ Maintain financial records.</li> <li>○ Prepare/arrange auctions.</li> </ul>	<p>A high School diploma or GED is required.</p> <p>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</p>

Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Mail Room Manager</b></p>	<ul style="list-style-type: none"> <li>• At least 2 years progressive, demonstrated experience in mail room operations.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<p>A Mail Room Manager performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Manage mail rooms in complex large or small operations.</li> <li>○ May supervise mail room employees.</li> <li>○ Safeguard accountable mail (registered, certified, insured).</li> <li>○ Maintain mail records.</li> <li>○ Advise on mail matters.</li> <li>○ Maintain mail equipment (scales, postage meters).</li> <li>○ Sorts incoming mail for distribution and dispatches outgoing mail.</li> <li>○ Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders, and payment.</li> <li>○ May weigh mail to determine that postage is correct.</li> <li>○ May keep records of registered mail.</li> </ul>	<p>High school diploma, Four year undergraduate degree preferred.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p><b>File Room Manager</b></p>	<ul style="list-style-type: none"> <li>• At least 2 years progressive, demonstrated experience in file room operations.</li> <li>• Ability to consistently deliver the highest quality of work under extreme pressure.</li> </ul>	<p>A File Room Manager performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Manage file rooms for large operations.</li> <li>○ Supervise file room employees.</li> <li>○ Establish new files.</li> <li>○ Maintain current files.</li> <li>○ Implement file accountability system.</li> <li>○ Develop disposal procedures.</li> <li>○ Classifies and indexes file material such as correspondence, reports, technical documents, etc., in an established filing system containing a number of varied subject matter files.</li> <li>○ May keep records of various types in conjunction with the files.</li> </ul>	<p>High School Diploma; Four Year Undergraduate degree preferred.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>



Labor Category	Minimum/General Experience and Years of Experience	Functional Responsibility	Educational Requirements
<p><b>Clerical II</b></p>	<ul style="list-style-type: none"> <li>• Attention to detail and the ability to read and follow directions.</li> <li>• Good oral communications skills.</li> <li>• Ability to operate a variety of office equipment, including personal computers, photocopiers, telephone systems, fax machines.</li> <li>• Perform editing and reformatting of written and electronic drafts using Word Processing software.</li> <li>• Type at least 30 words per minute.</li> </ul>	<p>A Clerical II performs, but is not limited to the following duties:</p> <ul style="list-style-type: none"> <li>○ Provide word processing and data entry/retrieval.</li> <li>○ Type correspondence using word processing software (letter, memo, report, etc).</li> <li>○ Type forms.</li> <li>○ Generate Form Letters.</li> <li>○ Merge form letters with mailing lists.</li> <li>○ Apply specialized terminology.</li> <li>○ Schedule appointments.</li> <li>○ Perform on-line data update and verification of existing records.</li> <li>○ Perform on-line creation of new record.</li> <li>○ Perform on-line modification of records to correct mis- keyed or mis-related data.</li> <li>○ Enter data into data base.</li> <li>○ Print predetermined management reports.</li> <li>○ Retrieve data from data base.</li> <li>○ Answer inquires regarding case-related information as maintained in the database.</li> <li>○ Answer inquires regarding case-related status.</li> </ul>	<p>A HS diploma/GED is required.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>
<p><b>Clerical I</b></p>	<ul style="list-style-type: none"> <li>• Fully capable of reading, writing, understanding, and speaking common English.</li> <li>• Attention to detail and the ability to read and follow directions.</li> <li>• Good oral communications skills.</li> </ul>	<p>A Clerical I performs, but is not limited to, the following duties:</p> <ul style="list-style-type: none"> <li>○ Provide general clerical support.</li> <li>○ File records (letter, memo, report, etc).</li> <li>○ Retrieve records (letter, memo, report, etc).</li> <li>○ Sort mail (for office and individual).</li> <li>○ Prepare mail (stuff envelope, affix postage, wrap/package bulky items).</li> <li>○ Answer telephone (refer call, take message, provide information).</li> <li>○ Operate copier.</li> <li>○ Operate shredder.</li> <li>○ Type routine forms.</li> </ul>	<p>A HS diploma/GED is required.</p> <p><b>**This position requires U.S. Citizenship and a 7 (or 10) year minimum background investigation.</b></p>

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## **SECTION IV: FSA FEDERAL CORPORATE OVERVIEW**

We know the challenges our nation's federal public safety agencies face and how to meet them. It takes more than know-how — it takes a relentless drive and commitment to mission success. Our vision is to achieve total client satisfaction and to uphold our reputation for service, integrity, and excellence. From administrative and data analysis services to complex financial investigations, legal support and operations management, we offer a full range of professional services.

The FSA Federal team includes talented and experienced data analysts, records examiners, financial investigators, paralegals, and other professionals uniquely qualified to serve the federal law enforcement community.

### **Qualified Candidates**

FSA understands that good hiring decisions are critical to our success. We take the recruiting process seriously and select only those individuals who meet rigorous security requirements and are motivated to learn, grow, and take pride in a job well done. Our talent acquisition staff is highly trained and committed to teaming with our customers to provide a superior level of service. All FSA recruiting and hiring practices comply with EEO (Equal Employment Opportunity) standards and adhere to OFCCP (Office of Federal Contract Compliance) guidelines.