

**Federal Supply Service**  
*Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Multiple Award Schedule (MAS)**

**FSC Group: Office Management - Records Management, Document Services, Office Services, Mail Management, and Miscellaneous**

**Contract Number: 47QSMA19D08PR**

*For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).*

**Contract period: Apr 19, 2019 - Apr 18, 2039**  
Pricelist current through # PA-0004 – 07/01/2020



Contractor:	Data Federal Corporation 8320 Guilford Road, Suite A, Columbia, MD 21046
Telephone:	410-280-3210
Fax:	703.229.8272
Web Site:	<a href="http://www.datafederal.com">www.datafederal.com</a>
E-mail:	<a href="mailto:babi.das@datafederal.com">babi.das@datafederal.com</a>
Contract Administration:	Babi Das, CEO
Business Size:	Small business, Minority-Owned Small business, and SBA Certified Small Disadvantaged business

*Prices Shown Herein are Net (discount deducted)*

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number:

SINs	Recovery	SIN Title
493110RM	N/A	Physical Records Management Services
518210DC	N/A	Document Conversion Services
518210ERM	N/A	Electronics Records Management Solutions
541611LIT	N/A	Litigation Support Services
541611O	N/A	Office Management Needs Assessment and Analysis Services
561499M	N/A	Mail Management, Systems, Processing Equipment and Related Solutions
561990	N/A	Document Destruction Services
ANCILLARY	ANCILLARYRC	Ancillary Supplies and Services
OLM	OLMRC	Order-Level Materials (OLM's)

- 1b. Identification Lowest Priced Model Number and Price for Each SIN: See page 4 for Authorized pricelist.
- 1c. Hourly Rates: See page 4 for Authorized pricelist and page 8 for labor category descriptions.

2. Maximum order

SINs	Maximum Order
493110RM 518210DC 518210ERM 541611LIT 541611O 561499M 561990	\$1,000,000.00
ANCILLARY OLM	\$250,000.00

- 3. Minimum order: \$100
- 4. Geographic coverage (delivery area): Domestic, CONUS
- 5. Points of production: United States
- 6. Discount from list prices: Government Net Prices (discounts already deducted.)

7. Quantity discounts: None
8. Prompt payment terms: 1.5% in 10 Days  
"Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
9. Foreign Items: Not Applicable
- 10a. Time of Delivery: To Be Determined at the Task Order level
- 10b. Expedited Delivery: To Be Determined at the Task Order level
- 10c. Overnight and 2-day delivery: To Be Determined at the Task Order level
- 10d. Urgent Requirements: To Be Determined at the Task Order level
11. F.O.B. Point: Destination
- 12a. Ordering Address: Same as Contractor's Address
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address: Same as Contractor's Address
14. Warranty provision: Standard
15. Export Packing Charges: Not Applicable
16. Terms and conditions of rental, maintenance, and repair: Not Applicable
17. Terms and conditions of installation: Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
- 18b. Terms and conditions for any other services: Not Applicable
19. List of service and distribution points: Not Applicable
20. List of participating dealers: Not Applicable
21. Preventive maintenance: Not Applicable
- 22a. Special attributes such as environmental attributes: Not Applicable
- 22b. Section 508 Compliance for EIT: As Applicable
23. Data Universal Number System (DUNS) number: 786283130
24. Notification Regarding Registration in System for Award Management (SAM) Database: Contractor has an Active Registration in SAM

AUTHORIZED PRICELIST

Labor Category	Year 2 04/19/20- 04/18/21	Year 3 04/19/21- 04/18/22	Year 4 04/19/22- 04/18/23	Year 5 04/19/23- 04/18/24
GENERAL CLERK I - NY	\$35.79	\$36.51	\$37.24	\$37.98
GENERAL CLERK II - NY	\$42.32	\$43.17	\$44.03	\$44.91
Mail Supervisor- CO	\$52.12	\$53.16	\$54.23	\$55.31
COURIER DRIVER - CO	\$30.40	\$31.00	\$31.62	\$32.26
MAIL CLERK - CO	\$42.93	\$43.79	\$44.67	\$45.56
DIGITAL CONVERSION MANAGER	\$70.19	\$71.59	\$73.02	\$74.48
PRINTING SPECIALIST	\$50.05	\$51.05	\$52.07	\$53.11
DIGITAL IMAGING SPECIALIST	\$110.22	\$112.43	\$114.67	\$116.97
CONTENT CONVERSION CONSELOR	\$50.05	\$51.05	\$52.07	\$53.11
PROJECT MANAGER 1	\$83.11	\$84.77	\$86.47	\$88.20
PROJECT MANAGER 2	\$84.31	\$86.00	\$87.72	\$89.47
PROJECT MANAGER 4	\$148.17	\$151.13	\$154.15	\$157.23
TASK SUPERVISOR 1	\$52.24	\$53.29	\$54.36	\$55.44
TASK SUPERVISOR 2	\$65.74	\$67.05	\$68.39	\$69.76
QA ASSURANCE ENGINEER 1	\$79.63	\$81.22	\$82.85	\$84.51
TECHNICAL TRAINER	\$79.63	\$81.22	\$82.85	\$84.51
INFORMATION SECURITY SPEC 1	\$79.63	\$81.22	\$82.85	\$84.51
RECORDS ANALYST 1	\$68.71	\$70.08	\$71.48	\$72.91
RECORDS ANALYST 2	\$79.03	\$80.61	\$82.22	\$83.87
RECORDS ANALYST 3	\$94.83	\$96.73	\$98.66	\$100.63
DATABASE ANALYST 1	\$79.63	\$81.22	\$82.85	\$84.51
SYSTEMS ADMINISTRATOR 1	\$70.05	\$71.45	\$72.88	\$74.34
SYSTEMS ADMINISTRATOR 2	\$82.30	\$83.95	\$85.63	\$87.34
SYSTEMS ADMINISTRATOR 3	\$104.04	\$106.12	\$108.24	\$110.41
NETWORK ADMINISTRATOR	\$62.72	\$63.97	\$65.25	\$66.56
WEB DEVELOPER 1	\$79.63	\$81.22	\$82.85	\$84.51
PROGRAM CONTROL ANALYST 1	\$79.63	\$81.22	\$82.85	\$84.51
SYSTEMS DEVELOPMENT SPEC 2	\$95.54	\$97.45	\$99.40	\$101.39
FACILITIES SUPERVISOR	\$94.83	\$96.73	\$98.66	\$100.63
PC TECHNICIAN	\$50.56	\$51.57	\$52.60	\$53.66
PROGRAMMER ANALYST 1	\$68.04	\$69.41	\$70.79	\$72.21
PROGRAMMER ANALYST 2	\$84.42	\$86.10	\$87.83	\$89.58
SYSTEMS ANALYST	\$96.39	\$98.32	\$100.28	\$102.29
SENIOR SECURITY ANALYST	\$107.26	\$109.41	\$111.60	\$113.83
SENIOR SYSTEMS ANALYST	\$107.26	\$109.41	\$111.60	\$113.83
APPLICATIONS SYST ANALYST/PROG 2	\$84.05	\$85.73	\$87.44	\$89.19
USER SUPPORT PROGRAM MANAGER	\$95.05	\$96.95	\$98.89	\$100.87
QA SPEC/QA ENGINEER 3	\$114.65	\$116.94	\$119.28	\$121.67
INFORMATION SYSTEM ENGINEER 2	\$95.54	\$97.45	\$99.40	\$101.39
SYSTEMS MANAGER	\$121.00	\$123.42	\$125.89	\$128.41
TECHNICAL ANALYST	\$120.28	\$122.68	\$125.14	\$127.64
FORENSIC ANALYST 1	\$70.05	\$71.45	\$72.88	\$74.34
FORENSIC ANALYST 2	\$121.23	\$123.65	\$126.12	\$128.65
FORENSIC ANALYST 3	\$161.65	\$164.88	\$168.18	\$171.54
TECHNICAL WRITER	\$65.80	\$67.12	\$68.46	\$69.83

Labor Category	Year 2 04/19/20- 04/18/21	Year 3 04/19/21- 04/18/22	Year 4 04/19/22- 04/18/23	Year 5 04/19/23- 04/18/24
CONFIGURATION MANAGEMENT SPECIALIST, LEAD	\$79.03	\$80.61	\$82.22	\$83.87
LIBRARY SERVICES MANAGER	\$94.83	\$96.73	\$98.66	\$100.63
TECHNICAL LIBRARIAN 1	\$68.71	\$70.08	\$71.48	\$72.91
TECHNICAL LIBRARIAN 2	\$79.03	\$80.61	\$82.22	\$83.87
TECHNICAL LIBRARIAN 3	\$94.83	\$96.73	\$98.66	\$100.63
LITIGATION SUPPORT SPECIALIST 3	\$68.94	\$70.32	\$71.73	\$73.16
LITIGATION SUPPORT SPECIALIST 4	\$70.35	\$71.76	\$73.19	\$74.66
SENIOR RECORDS TECHNICIAN	\$68.71	\$70.08	\$71.48	\$72.91
RECORDS SUPERVISOR	\$68.71	\$70.08	\$71.48	\$72.91
USER TECHNICAL SUPPORT SPEC 2	\$56.21	\$57.34	\$58.48	\$59.65
TRIAL CONSULTANT/GRAPHICS SPECIALIST	\$94.91	\$96.81	\$98.75	\$100.72
COURTROOM AV/HARDWARE SPECIALIST	\$72.47	\$73.92	\$75.40	\$76.91
COURTROOM PRESENTATION SPECIALIST	\$69.57	\$70.97	\$72.38	\$73.83
USER TECHNICAL SUPPORT SPEC 1	\$55.11	\$56.21	\$57.34	\$58.48
DATA TECHNICIAN I	\$33.43	\$34.09	\$34.78	\$35.47
DATA ENTRY OPERATOR 1	\$31.54	\$32.17	\$32.81	\$33.47
DATA ENTRY OPERATOR, LEAD	\$34.64	\$35.33	\$36.04	\$36.76
WAREHOUSE CLERK 1	\$36.36	\$37.09	\$37.83	\$38.59
PROGRAMMER TECHNICIAN 1	\$55.11	\$56.21	\$57.34	\$58.48
TECHNICAL LIBRARIAN, ASSISTANT	\$41.80	\$42.64	\$43.49	\$44.36
TECHNICAL INFORMATION SPECIALIST	\$41.80	\$42.64	\$43.49	\$44.36
AUDIO VISUAL TECHNICIAN	\$59.72	\$60.92	\$62.13	\$63.38
RECORDS CLERK	\$37.93	\$38.69	\$39.47	\$40.26
RECORDS TECHNICIAN	\$43.82	\$44.70	\$45.59	\$46.50
SCANNING/MICROFILM SPECIALIST 1	\$35.19	\$35.89	\$36.61	\$37.34
SCANNING/MICROFILM SPECIALIST 2	\$41.15	\$41.97	\$42.81	\$43.67
SCANNING/MICROFILM SPECIALIST 3	\$47.37	\$48.32	\$49.28	\$50.27
SCANNING SUPERVISOR	\$48.58	\$49.55	\$50.55	\$51.56
DOCUMENT CONTROL SPECIALIST 1	\$33.43	\$34.09	\$34.78	\$35.47
DOCUMENT CONTROL SPECIALIST 2	\$37.93	\$38.69	\$39.47	\$40.26
DOCUMENT CONTROL SPECIALIST 3	\$43.82	\$44.70	\$45.59	\$46.50
LITIGATION SUPPORT SPECIALIST 1	\$44.19	\$45.07	\$45.97	\$46.89
LITIGATION SUPPORT SPECIALIST 2	\$38.78	\$39.56	\$40.35	\$41.15
WORD PROCESSOR	\$34.57	\$35.26	\$35.96	\$36.68
SENIOR WORD PROCESSOR	\$46.37	\$47.30	\$48.24	\$49.21
DOCUMENT MANAGEMENT ANALYST	\$48.86	\$49.84	\$50.83	\$51.85
DOCUMENT MANAGEMENT TECHNICIAN	\$35.58	\$36.29	\$37.01	\$37.76
OFFICE APPLICATIONS SPECIALIST	\$41.87	\$42.71	\$43.56	\$44.43
ELECTRONIC FILES SPECIALIST	\$53.81	\$54.88	\$55.98	\$57.10
ERM Tech Support	\$166.83	\$170.17	\$173.57	\$177.04

### Service Contract Labor Standards (SCLS) Matrix

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
General Clerk I	01111 - General Clerk I	2015-4281
General Clerk II	01112 - General Clerk II	2015-4281
Mail Clerk	01111 - General Clerk I	2015-4281
Mail Supervisor	01113 - General Clerk III	2015-4281
Supervisory Mail Screener	01270 - Production Control Clerk	2015-4281
Assistant Supervisory Mail Screener	01112 - General Clerk II	2015-4281
Assistant Supervisory Mail Screener	01112 - General Clerk II	2015-4281
Mail Screener	01111 - General Clerk I	2015-4281
Mail Screener NYC	01111 - General Clerk I	2015-4187
Mail Supervisor NYC	01192 - Order Clerk II	2015-4187
PC Technician	14160 - Personal Computer Support Technician	2015-4281
Senior Records Technician	14170 - System Support Specialist	2015-4281
User Technical Support Specialist 2	14045 - Computer Operator V	2015-4281
User Technical Support Specialist 1	14044 - Computer Operator IV	2015-4281
Data Technician 1	14041 - Computer Operator I	2015-4281
Data Entry Operator 1	01051 - Data Entry Operator I	2015-4281
Data Entry Operator Lead	01052 - Data Entry Operator II	2015-4281
Warehouse Clerk 1	01111 - General Clerk I	2015-4281
Programmer Technician 1	14071 - Computer Programmer I	2015-4281
Technical Librarian, Assistant	13058 - Library Technician	2015-4281
Technical Information Specialist	13054 - Library Information Technology Systems	2015-4281
Accounting Assistant 1	01011 - Accounting Clerk I	2015-4281
Accounting Assistant 2	01012 - Accounting Clerk II	2015-4281
Audio Visual Technician	13061 - Media Specialist I	2015-4281
Records Clerk	01111 - General Clerk I	2015-4281
Records Technician	13058 - Library Technician	2015-4281
Scanning/Microfilm Specialist 1	13061 - Media Specialist I	2015-4281
Scanning/Microfilm Specialist 2	13062 - Media Specialist II	2015-4281
Scanning/Microfilm Specialist 3	13063 - Media Specialist III	2015-4281
Scanning Supervisor	13063 - Media Specialist III	2015-4281
Document Control Specialist 1	01611 - Word Processor I	2015-4281
Document Control Specialist 2	01612 - Word Processor II	2015-4281
Document Control Specialist 3	01613 - Word Processor III	2015-4281
Litigation Support Specialist 1	30361 - Paralegal/Legal Assistant I	2015-4281
Litigation Support Specialist 2	30362 - Paralegal/Legal Assistant II	2015-4281
Senior Word Processor	01613 - Word Processor III	2015-4281

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Word Processor	01611 - Word Processor I	2015-4281
Document Management Technician	01410 - Supply Technician	2015-4281
Office Applications Specialist	13062 - Media Specialist II	2015-4281
Electronic Files Specialist	13062 - Media Specialist II	2015-4281

PRODUCT NAME/Description	UOI	GSA PRICE (inclusive of the .75% IFF)
FREEDOM Core	Year	\$45,029.23
FREEDOM Library	Year	\$11,257.31
FREEDOM User - Single	Year	\$503.95
FREEDOM User (10 Pack)	Year	\$394.18
FREEDOM User (100 Pack)	Year	\$257.87
FREEDOM User (1000 Pack)	Year	\$200.40
FREEDOM User (5000 Pack)	Year	\$175.35
FREEDOM User (25,000 Pack)	Year	\$150.30
FREEDOM User (100,000 Pack)	Year	\$125.25
FREEDOM Storage (100 GB)	Year	\$441.62

PRODUCT NAME/Description	UOI	GSA PRICE (inclusive of the .75% IFF)
Number Documents	Page	\$0.06
Prepare, Unitize Documents for Scanning	Page	\$0.07
Organize, Prepare, Index Document Collection	Page	\$0.07
Scan to Digital Image - Level 1	Page	\$0.07
Scan to Digital Image - Level 1 - Document Determination	Page	\$0.18
Scan to Digital Image - Level 1 - Document Determination and Date	Page	\$0.18
Scan to Digital Image - Level 1 - Not Contractor Site	Page	\$0.10
Scan to Digital Image - Level 2	Page	\$0.20
Scan to Digital Image from Microfilm	Image	\$0.06
Scan to Digital Image from Microfiche	Image	\$0.11
Scan to Digital from X-Ray	Image	\$3.44
Oversized Scanning - Black & White	Page	\$6.96
Oversized Scanning - Color	Page	\$26.12
Scan to Digital Image - Contr. Site - Color Images Surcharge - Whole Container	Page	\$0.02
Scan to Digital Image - Contr. Site - Color Images Surcharge - Selected Pages	Page	\$0.03
Optical Character Recognition Surcharge	Page	\$0.02
Optical Character Recognition to ASCII Text - Machine Only	Image	\$0.03
Blowback from Digital Image - Whole Media	Page	\$0.07
Blowback from Digital Image - Selected Images	Page	\$0.07
Blowback from Digital Image - Color Surcharge - Whole Media	Page	\$0.11
Blowback from Digital Image - Color Surcharge - Selected Images	Page	\$0.11

PRODUCT NAME/Description	UOI	GSA PRICE (inclusive of the .75% IFF)	
Photocopy - 1st Copy		Page	\$0.11
Photocopy - 2nd & Subsequent Copies		Page	\$0.08
Photocopy - Color Surcharge		Copy	\$0.09
On-line Coding - Document Determination		DCF	\$0.60
On-line Coding - Doc. Determination & Date		DCF	\$0.66
On-line Coding - Mini-Coding		DCF	\$0.96
On-line Coding - Header Coding		DCF	\$1.69
On-line Coding – Bibliographic Coding		DCF	\$1.84
On-line Coding - Bibliographic with Mentioned Names		DCF	\$2.39
On-line Coding - Commercial Product - Document Determination		DCF	\$0.55
On-line Coding - Commercial Product - Doc. Determination & Date		DCF	\$0.60
On-line Coding - Commercial Product - Mini-Coding		DCF	\$0.87
On-line Coding - Commercial Product - Header Coding		DCF	\$1.53
On-line Coding - Commercial Product - Bibliographic		DCF	\$1.67
On-line Coding - Commercial Product - Bibliographic with Mentioned Names		DCF	\$2.17
Auto Coding - Machine Only		DCF	\$0.09
Electronic Files Processing - Image Files Creation		Image	\$0.03
Image File Conversion		Image	\$0.02
Image File Conversion - OCR Surcharge		Image	\$0.02
Audiotape Digitization		Tape Hour	\$20.98
Videotape Digitization		Tape Hour	\$20.98
Transcript Synchronization Surcharge		Tape Hour	\$68.73
Transcript Synchronization - Separate Pass		Tape Hour	\$68.73
Cataloging		Box	\$9.82
Shredding		Box	\$5.89
Standard Box		Box	\$3.44
X-Ray Box		Box	\$7.86

## LABOR CATEGORY DESCRIPTIONS

Labor Category	Description
Courier Driver**	<p>Picks up and delivers packages. May also be expected to distribute and route mail and packages. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 0 years of experience.</p>
General Clerk I**	<p>Performs a variety of routine tasks including receiving, sorting, and delivering the mail. Distributes and collects mail. Wraps, seals, weighs, and posts outgoing mail and operates postal machines. Maintains records on postage, registration of mail and packages. Senior personnel supervise the daily activities of the mail operation including</p>

Labor Category	Description
	<p>the mail processing and preparation for delivery and pickup from local Post Office. Senior personnel determine the schedules for pickup and delivery, maintain records on volume of mail and postage costs, train and establish schedules for subordinate employees. Must have a valid driver's license and a clean driving record. Must be able to pass a background check and be eligible to work on a federal government facility.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 0 Years</p>
General Clerk II**	<p>Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 2 Years</p>
Mail Clerk**	<p>Distributes and collects incoming mail. Collects and processes outgoing mail. Responsibilities include determining, affixing, and recording postage on registered mail and packages. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 0 years of experience</p>
Mail Supervisor**	<p>Supervises mailroom activities, including the sorting and delivery of incoming mail, as well as the preparation and sending of outgoing mail. Supervises inventory, checks and reorders items as needed. May also supervise the receipt and allocation of office supplies. A level I supervisor is considered a working supervisor with little authority for personnel actions. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.</p> <p>Minimum Education/Special Requirements: High School Diploma.</p> <p>Minimum Experience: 3 Years</p>
Digital Conversion Manager	<p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 2 Years</p>
Printing Specialist	<p>Serves as a direct liaison between customers, sales and division, ensuring timely and accurate production of the customer's product for high profile accounts or accounts which require special expertise in direct mail. Plan, execute and manage the entire print production process of the customers. Responsible for coordinating print production schedules, cost analysis reports and printing specifications for internal budget approval. Handle the tasks of initiating requests for bids, purchase orders for vendors and customer quotations, and purchase orders for vendors. Perform responsibilities of producing creative print media and presentations on content prepared by professional staff. Responsible for copy editing and proofreading a variety of government marketing print materials.</p> <p>Minimum Education/Special Requirements: Associates Degree</p>

Labor Category	Description
	<p>Minimum Experience: 2 Years</p>
<p>Digital Imaging Specialist</p>	<p>Under direct supervision, the Digital Imaging Specialist will apply policies and procedures for receiving, cataloging, assembling, proofing, scanning, reviewing, storing, and retrieving public documents and records into an imaging system. The digital Imaging Specialist applies operating and maintenance procedures for varied imaging, microfilming, and associated equipment and scanning hardware and software. Less supervision and greater independence of action and decision-making within general guidelines as the Digital Imaging Specialist gains experience.</p> <p>Minimum Education/Special Requirements: Bachelor's Degree</p> <p>Minimum Experience: 5 Years</p>
<p>Digital Conversion Manager</p>	<p>The Digital Conversion Manager is responsible for coordinating all aspects of conversion work while assisting in the development of document conversion solutions. The Digital Conversion Manager identifies the best means for managing documents and converting them to digital files. Additionally, the Digital Conversion Manager will oversee and manage work performed by the Digital Imaging Specialist and solicit the best advice from the Conversion Content Counselor. Document test procedures to ensure replicability and compliance with standards. Track defects from discovery to successful correction, validation and verification. Participates in requirement and test case peer reviews. Ability to read, analyzes, and interprets documents. Accurately estimate work effort associated with test case creation and test case execution.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 2 Years</p>
<p>Content Conversion Counselor</p>	<p>The Content Conversion Counselor oversees and provides subject matter expertise on all aspects of Digital Imaging and Document Conversion. Acting as a go to for the Digital Conversion Manager, the Content Conversion Counselor will research and troubleshoot any technical/non-technical matters. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements and implementing change.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 2 Years</p>
<p>Budget Analyst</p>	<p>Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.</p> <p>Minimum Education/Special Requirements: Requires a bachelor's degree</p> <p>Minimum Experience: 2 Years</p>
<p>Courtroom Presentation Specialist</p>	<p>Serve as the Senior Security Specialist on multiple programs simultaneously to provide expertise in all security functions for selected programs in Responsible for a variety of functions, the Mail Security Specialists duties include reconstructing, designing and editing the Continuity of Operation Plans (COOP) for the regions; develops and installs protocols that meet or exceed the regulations as direct by the Code of Federal Regulations (CFR). Mail Security Specialist responsibilities include Installing, monitoring and archiving all training required for the</p>

Labor Category	Description
	<p>operation of equipment associated with the Mail Screening Centers, including all requirements associated with the proper use of Personal Protective Equipment (PPE).</p> <p>Ancillary management duties include managing various personnel among the various mail centers as a Program Director. Ensure that all performance standards are met and that a high level of customer service is provided to all internal and external customers. Drive continuous improvements to departmental processes to increase productivity, enhance the customer experience and reduce costs and risks through operational and technological enhancements. Observe and evaluate existing processes and then make the necessary changes and adjustments to achieve greater efficiency and success. Has expert knowledge and provides input to program security plans and SOPs for numerous programs and facilities. Maintain a good understanding of the selected programs' technology and maintains a thorough understanding of the Federal Government security requirements. Establish and assist in administering special security provisions. Use a high level of initiative and innovation in identifying and resolving problems and issues of moderate scope. Provide professional interactions with a broad cross-section of staff members. Advice's Departmental Mail Manager in the area of security where risks and tradeoffs have a direct impact on the accomplishment of the project, test or evaluation. Assist Departmental Mail Manager in interpreting, applying and complying with Security Classification Guides.</p> <p>Performs physical, personnel and administrative security responsibilities for multiple facilities, which often calls for requests to government security representatives regarding accreditations, personnel actions and working with other government facility sponsors to draft co-use agreements and MOUs/MOAs for shared facilities.</p> <p>Builds a culture of excellence and exceptional customer service with contract staff. Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization. Develop new initiatives to support the strategic direction of the organization. Develop and implement long-term goals and objectives to achieve the successful outcome of the program. Develop an annual budget and operating plan to support the program. Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement. Develop funding proposals for the program to ensure the continuous delivery of services. Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Ensure that program activities operate within the policies and procedures of the cost center and federal regulations. Ensure that program activities comply with all relevant legislation and professional standards. Develop forms and records to document program activities.</p> <p>Promote and champion team spirit, morale and engagement through employee recognition and effective communication Support duties include the assistance with directives issued by the Project Officer.</p> <p>Minimum Education/Special Requirements: Bachelor's Degree</p> <p>Minimum Experience: 8 Years</p>
Project Manager 1	<p>Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Directs a non-technical project team usually within a matrix organization, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. Performs an active quality assurance role to ensure high quality work delivered on time. Ensures that proper security is maintained overall project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support. May on occasion interface with external customers as well as top management for the purpose of communicating status of project throughout life cycle.</p>

Labor Category	Description
	<p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
Project Manager 2	<p>Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Directs a project team usually within a matrix organization, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. Performs an active quality assurance role to ensure high quality work delivered on time. Ensures that proper security is maintained overall project materials, in accordance with client security procedures. Coordinates with other Contractor components to deliver project support. May on occasion interface with external customers as well as top management for the purpose of communicating status of project throughout life cycle.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 4 Years</p>
Project Manager 4	<p>Responsible for the performance of technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 8 Years</p>
Task Supervisor 1	<p>Responsible for the coordination and supervision of a specific non-technical task or function.</p> <p>Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises between 10 and 30 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with project manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance. Prepares employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
Task Supervisor 2	<p>Responsible for the coordination and supervision of a specific non-technical task or function.</p> <p>Ensures all activities are carried out in accordance with project commitments or specific objectives. Position typically supervises more than 30 employees. Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules. Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another. Works with project manager and/or client to prepare work schedules and man-hour estimates. Ensures proper training of subordinates. Maintains record of changes in instructions and ensures all team members are informed of changes. Assigns and reviews subordinates' performance. Prepares employee performance evaluations. Ensures completion of administrative reporting, e.g., timecards, daily statistics, logs, and task</p>

Labor Category	Description
	<p>narratives. Responds to client requests and questions. Assists with writing manuals and other documentation. Responsible for status and task management reports for area of responsibility. Sets up and manages project facilities as dictated by workload requirements.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 3 Years</p>
Quality Assurance Engineer 1	<p>Develops, applies, revises, and maintains quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition, and implements corrective action as needed. Participates in audits. May provide technical support to inspection personnel.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
Functional Analyst 1	<p>Under immediate supervision, analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plan studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Performs systematic review of selected functions to determine application and design of systems or models. Prepares models of problem areas in the form of one of several equations. Utilizes mathematical models and management plans. Specifies manipulative and computational methods of formulation and uses data processing for solving equations, programming and processing. Prepares charts and diagrams to assist in problem analysis and submits recommendations for solutions. Writes specification manuals and user documentation for client or user personnel. Assists more senior level Functional Analysts in program design and analysis.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
Functional Analyst 3	<p>Analyzes factors and components of systems to recommend and institute changes to increase efficiency. Plan studies of work problems and procedures, such as organizational changes, communication, information flow, integrated production methods, or cost analysis. Recommends improvements of modifications in sequence of operations, equipment utilization and related matters. Examines and analyzes current and contemplated operations for developing, defining, and coordinating user requirements which will satisfy the total program need. Translates user requirements into system specifications, configuration management plans, life cycle management documentation, and integrated logistics support plans and related operational summaries. Writes specifications manuals and user documentation for client or user personnel. Gathers information from users, defines work problems, and designs a system and procedures to resolve problems. May supervise and provide technical direction to lower-level Functional Analyst.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
Information Security Specialist 1	<p>Knowledge of information system administration. Knowledge of information network software/hardware. Basic familiarity with information security procedures.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
Records Analyst 1	<p>Assists others in performing analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote records centers. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper,</p>

Labor Category	Description
	<p>microform, and electronic format. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
Records Analyst 2	<p>Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote records centers. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Stores, maintains, researches and retrieves records maintained by the organization in paper, microform, and electronic format. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
Records Analyst 3	<p>Performs analysis and inventories of corporate records in general office, field offices, plants, and corporate and remote record centers. May oversee work of junior members of team. Develops retention schedules, incorporating regulatory and operational requirements. Monitors and interprets changes in retention requirements to ensure consistent application. Recommends media format and storage requirements of records to be used throughout life cycle. Educates clients and monitors client adherence to established schedules.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
Database Analyst 1	<p>Assists in administering database organizations, standards, controls, procedures, and documentation. Provides entry level technical consulting in the definition, design, and creation of a data base environment. Develops applications to help formulate database solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of databases. Maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, and integration of systems through database design. Maintains database dictionaries. Maintains and documents JCL, shell scripts and batch processes. Ensures that documentation is complete and up-to-date. Applies procedures for periodic database backup.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
Systems Administrator 1	<p>Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems running. Monitors, analyzes and optimizes system performance, including making recommendations for improving performance. Performs scheduled system backups. Assigns user IDs and passwords. Allocates and tracks disk space. Provides consulting support and advice to, and coordinating with, data processing users responsible for specific applications/databases on the servers. Identifies and orders needed supplies, hardware, software and accessories. Performs hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation.</p>

Labor Category	Description
	<p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 1 Years</p>
<p>Systems Administrator 2</p>	<p>Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. Responsible for keeping the systems running. Monitors, analyzes and optimizes system performance, including making recommendations for improving performance. Performs scheduled system backups. Assigns user IDs and passwords. Allocates and tracks disk space. Provides consulting support and advice to, and coordinating with, data processing users responsible for specific applications/databases on the servers. Identifies and orders needed supplies, hardware, software and accessories. Performs hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client technical staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with client office automation networks. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation. Bachelor's degree or equivalent preferred and three years of applicable experience.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 3 Years</p>
<p>Systems Administrator 3</p>	<p>Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for the operation and maintenance of data processing systems set up by the client to provide automated document management, records management and/or litigation support data processing resources to specific projects. May be responsible for establishing data processing systems and facilities. Responsible for keeping the data processing systems running. Monitors, analyzes and optimizes system performance, including making recommendations for improving performance. Performs scheduled system backups. Assigns user IDs and passwords. Allocates and tracks disk space. Provides consulting support and advice to, and coordinating with, data processing users responsible for specific applications/databases on the servers. Identifies and orders needed supplies, hardware, software and accessories. Performs hardware and software upgrades. Implements and enforces system, facility, and data security measures, including resources and procedures for disaster recovery. Administers not only hardware and operating system software, but also database and other applications software. Coordinates with the client staff on all these issues, and coordinates as well as with the client office automation network administration staff on issues having to do with the network itself. Supervises and manages subordinate staff. Reports on progress. Develops tools for system-wide use in developing applications. Prepares system documentation. Responsible for system implementation, orchestrating installation and testing. Works with other senior level Contractor technical staff to ensure that the system as designed and implemented meets the overall system objectives.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
<p>Network Administrator</p>	<p>Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for setting up, operating, and maintaining small scale or temporary local area networks for document management, records management and/or litigation support for specific projects. These installations will usually be proven configurations that have already been tested and assembled before being shipped out. Configurations may include more than one server to host database and other applications. May also function as a junior System Administrator on a larger system administration team, assisting with the duties of overall system administration. Responsible for troubleshooting and making necessary adjustments to the network operating system, networked software, and related hardware components to maintain reliability of all</p>

Labor Category	Description
	<p>systems and hardware. Works with other contract staff to install, test, modify, and maintain distributed processing databases on the LAN.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 1 Years</p>
Web Developer 1	<p>Assists in developing custom programs for web sites, which will attract and be appealing to users, and provide desired information. Possesses a thorough knowledge of programming and server software operations. Creates Web front-end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business applications accessible.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
Program Control Analyst 1	<p>Assists in providing on-site project management/administrative support and coordination to a complex contract, project task(s) or business unit. Duties may include contract accounting and reporting, project schedule focus to management, tracking annual fiscal plans and monthly updates, payroll/personnel processing, maintenance and reporting, contract administration, purchasing, facility leasing and service administration. Maintains contract budgets, prepares contract billing, estimates materials, equipment, production costs and delivery schedules. Oversees personnel records, facility administration and purchases equipment and supplies.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
Systems Development Specialist 2	<p>Devises solutions for solving basic customer problems using company or customer furnished computer systems and equipment or commercial off-the-shelf packages. Incumbents are responsible for the installation, development, implementation, and customization of hardware and software systems elements. May work on: equipment or software design, engineering evaluation or test, configuration management procedures, statistical analysis and modeling. Works with end users and may assist with training. Occasionally, may provide guidance and assistance to less experienced staff. Continues to improve technical expertise through the identification of new processes and technical alternatives to resolve problems and/or general improvements.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
Facilities Supervisor	<p>Functions as point of contact for telephone and office equipment service providers and vendors.</p> <p>Regulates the use of special features and overall configuration of the phone key operator functions for copy/fax machines. Maintains office equipment and furniture inventory and warranty/guarantee records. Maintains files on repair/service contracts and equipment purchases/leases. Researches all major equipment purchases. Manages facility relocation and construction when required. Supervisory/Management experience.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
PC Technician**	<p>Reports to more senior Contractor technical or project management and coordinates activities with the client technical staff. Responsible for set-up, on-site maintenance, and diagnostic services for contractor support of client PC's and other data processing equipment, including printers, CD jukeboxes, scanners, etc. used for document management, records management and/or litigation support projects. Assists users in troubleshooting and where possible correcting operating and hardware problems. Recommends equipment/software improvements or fixes. Installs new hardware and software as well as upgrades. Makes relevant operating system changes to PC's. Performs requisite maintenance on equipment where necessary and</p>

Labor Category	Description
	<p>not covered under maintenance or warranty. Arranges for other maintenance. Coordinates both with more senior Contractor project and data processing staff, and with client data processing staff on all of these matters, as well as on matters having to do with the connection of these PCs to the client office automation network.</p> <p>Minimum Education/Special Requirements: High School Diploma.</p> <p>Minimum Experience: 0 Years</p>
Programmer Analyst 1	<p>Designs, codes, tests, develops, and documents application programs and procedures for computer- based business systems. Works with users to define system scope and objectives. Develops block diagrams of program logic from program specifications. Tests resulting instructions and identifies erroneous coding and inadequate or incorrect block diagramming. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
Programmer Analyst 2	<p>Designs, develops, implements, and maintains complex business, accounting, and management information systems. Develops block diagrams of program logic from program specifications. Tests resulting instructions and identifies erroneous coding and inadequate or incorrect block diagramming. Works on complex assignments. Works with users to define existing or new system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Provides guidance to and may supervise less experienced programmer/analyst.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
Systems Analyst	<p>Works under the direction of a Project Manager on document management, records management and/or litigation support projects. Defines system and project requirements. Designs entire system to meet defined requirements based on information gathered from the client staff. Works out the details of functional and design requirements, systems design, programming specifications, data elements, data validation specifications, data capture mechanisms, and data conversion procedures through discussions with PCAOB staff and own superiors. Translates the functional requirements into systems designs suitable for development of appropriate computer programs. Tests software, including preparation and use of sample data for testing purposes. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Develops systems documentation required in the task orders. Consults with client staff and with other Contractor staff to assure understanding of task objectives identifies problems and suggests improvements. Provides technical expertise, direction and supervision to lower-level personnel. May sometimes function as a technical supervisor or team leader for a project. Reports on progress to client staff and to superiors. Provides user and technical documentation and training for systems developed.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 3 Years</p>
Senior Systems Analyst	<p>Works under the direction of a Project Manager on document management, records management and/or litigation support projects. Consults with necessary client staff as to system requirements and proposed technical approach to data processing needs. Determines system and project requirements based on information gathered from such consultations. Designs entire system to meet those requirements based on definition of system requirements. On smaller projects, may perform entire range of technical support, including data file conversions, program validations and testing, etc. Performs systems evaluations. Makes presentations of findings, recommendations, and specifications in formal reports and in oral presentations. Plans, staffs, schedules and develops cost estimates for work to be performed under task orders. Reports on contract and task order progress. Directs and supervises personnel assigned to perform on task orders, ensuring conformance to</p>

Labor Category	Description
	<p>work standards and ensuring that the technical design conforms to functional requirements. Ensures successful completion of work, timeliness of deliverables, and quality control. Prepares system/technical documentation. Works under configuration management plan. Performs and supervises the technical aspects of the tasks. Organizes and conducts user training sessions. Prepares training material and training manuals.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
<p>Applications Systems Analyst/ Programmer 2</p>	<p>Under direction, formulate and define system scope and objectives to develop or modify moderately complex problems to develop or enhance information systems. Prepare detailed specifications from which programs will be written. Design codes, test, debug, document, and maintain programs. Diagrams information flow, showing source and distribution of all segments, processing elements, channels, and methods of entering corrections, and data retention requirements.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
<p>User Support Program Manager</p>	<p>Responsible for designing, implementing, and overseeing end-user support for a large organizational component employing a broad spectrum of applications and hardware. Responsible for designing, directing, and evaluating the effectiveness of the entire program. Oversees all aspects of user and system documentation, training, communications, budgeting and staffing. Proactively seeks improvements to products, technologies, and approaches, and independently provides recommendations to client managers on the best ways to make applications available, and on which packages might be best suited for particular needs or the existing technical environment. Works extensively and directly with client managers, clients, IT personnel, and support staff.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 7 Years</p>
<p>QA Specialist/QA Engineer 3</p>	<p>Defines and develops quality standards for receiving, in-process, and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex in-process rejections and implements corrective action as needed. Interfaces with customers, vendors, and various company departments to resolve quality problems and provide information. Participates in and may lead audits. May provide work leadership for lower-level employees.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
<p>Information System Engineer 2</p>	<p>Participates throughout systems development at the enterprise level, with particular emphasis in the front-end phases: planning and business process reengineering. Performs strategic planning (mission, vision, goals, objectives, strategies, critical success factors), modeling (functional activity, business object, process, and workflow), data administration, data standardization, and assists in database design, development, and implementation. Follow established project standards and processes, and uses automated tools (like IE: Advantage). Applies reverse engineering and re-engineering disciplines to develop migration and strategic and planning documents. Performs business strategic systems planning, information planning, and business analysis. Often acts as user liaison and may augment test team. As information engineer progresses to higher levels, performs with increasing autonomy and activities reflect greater complexity, breadth and/or depth of expertise. Requires Bachelor's degree or equivalent, and two to four years of related experience.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>

Labor Category	Description
Systems Manager	<p>Technical manager responsible for all technical aspects of very large projects, particularly those with unique and/or complex requirements in the area of document management, records management or litigation support systems. For example, for reasons of security, or location, or because of specialized software requirements or telecommunications access needs, some projects may require establishing a separate, dedicated local area network, with a dedicated database server. Other projects may require setting up a large number of specialized databases, or customized applications for analyzing case data, and an IT support staff dedicated to the maintenance of these systems. In such instances, the Client may order the services of a Systems Manager to manage all of the IT resources for the project, from hardware and software, to staffing, to coordination and interconnection with other, already existing systems. The Systems Manager typically reports to the Project Manager for the project. The Systems Manager must take a very proactive, leadership role in managing the IT aspects of the project, including actively coordinating with a variety of client representatives, other contractors, and other project and Contractor components, anticipating problems, hiring and training staff, etc. Manages user help desk support, system and user documentation, system and user training. Oversees development of configuration management, risk analysis, and disaster recovery solutions. Ensures that system and data security are adequately implemented and enforced. Consults with client regarding scheduling of work, personnel assignments, priorities and progress reporting; plans, staffs, schedules, and develops cost estimates for work to be performed; reports on progress. Directs and supervises staff; ensures conformance to functional requirements, technical design, and work standards; ensures successful completion of work, timeliness of deliverables, and quality control.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
Technical Analyst	<p>The Technical Analyst is a very senior IT professional with outstanding or unique skills and analytic abilities, particularly with respect to specific application software, operating systems, or technologies in the area of document management, records management or litigation support systems. The Technical Analyst consults with Contractor and client management to identify systems requirements and make recommendations for technical solutions to systems problems; manages a systems project through all phases including applications development, applications maintenance, systems documentation, quality assurance and user support; provides technical advice, supervision, and guidance to the IT team; evaluates programs in terms of efficiency, effectiveness, quality and interoperability with client systems; evaluates and develops systems software and hardware requirements along with short and long range planning, including systems integration solutions and telecommunications requirements; translates advanced concepts into practical and effective solutions using structured techniques to define requirements; develops feasible alternatives and estimates costs of implementation. Makes presentations of findings, recommendations, and specifications in formal reports and oral presentations to a variety of audiences, including non- technical personnel. May be required to perform supervisory or managerial duties.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
Forensic Analyst 1	<p>Responsible for electronic evidence intake, inventory and other routine administrative support tasks. Provides support for the collection, identification handling, and safe-keeping of electronic evidence. Responsible for the inventory and maintenance of hardware and software tools used to conduct forensic examinations. Complies with standards, policies, and procedures established for the forensics laboratory including ASCLD/LAB accreditation requirements, supplements, criteria, and interpretations as it applies to digital evidence.</p> <p>Minimum Education/Special Requirements: Bachelor's, plus CFCE, EnCE or IACIS certification.</p> <p>Minimum Experience: 1 Years</p>
Forensic Analyst 2	<p>Responsible for planning, organizing, directing and conducting forensic analysis on a variety of electronic media in support of agency matters. Serves as a source of technical counsel and advice for productions requiring IT forensic support across diverse types of media. Responsible for managing digital forensics examinations through</p>

Labor Category	Description
	<p>the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Responsible for performing complex, large- scale digital forensic examinations to include collection in a live client-server environment utilizing validated remote forensic software (e.g. EnCase® Enterprise Edition, etc.). Provides technical guidance and assistance to legal staff while ensuring that proper precautions are taken in the preservation and prevention of spoliation of electronic evidence. Provides oral and written communications to legal staff concerning results of examinations to include legal declarations as well as testimony at trial. Develops, crafts, and articulates subpoena language and partners with legal staff to develop strategies for productions and negotiate file and media formats.</p> <p>Minimum Education/Special Requirements: Bachelor’s, plus CFCE, EnCE or IACIS certification.</p> <p>Minimum Experience: 5 Years</p>
Forensic Analyst 3	<p>Responsible for planning, organizing, directing and conducting forensic analysis on a variety of electronic media in support of agency matters. Serves as a source of technical counsel and advice for productions requiring IT forensic support across diverse types of media. Responsible for managing digital forensics examinations through the entire lifecycle (case planning, intake, acquisition, examination, presentation and disposition). Responsible for performing complex, large- scale digital forensic examinations to include collection in a live client-server environment utilizing validated remote forensic software (e.g. EnCase® Enterprise Edition, etc.). Provides technical guidance and assistance to legal staff while ensuring that proper precautions are taken in the preservation and prevention of spoliation of electronic evidence. Provides oral and written communications to legal staff concerning results of examinations to include legal declarations as well as testimony at trial. Develops, crafts, and articulates subpoena language and partners with legal staff to develop strategies for productions and negotiate file and media formats. Ensures evidence collection methods are conducted, managed, and archived in a manner consistent to maintain preservation and protection of data and evidence. Ensures all lab hardware and software is verified and validated as required by the Federal Rules of Evidence.</p> <p>Minimum Education/Special Requirements: Bachelor’s, plus CFCE, EnCE or IACIS certification.</p> <p>Minimum Experience: 7 Years</p>
Technical Writer	<p>Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations or equivalent. Excellent written communication skills.</p> <p>Minimum Education/Special Requirements: Bachelor’s</p> <p>Minimum Experience: 2 Years</p>
Configuration Management Specialist Lead	<p>Designs and establishes management documentation. Authorizes the release of drawings, and software configuration changes specified by management and other functional groups. Provides advice and guidance on methods, procedures, and requirements to individuals responsible for the creation of documentation. Plans and implements methods to improve response. Participates in special studies. Provides work leadership for lower level employees. Performs data management tasks as required by contract.</p> <p>Minimum Education/Special Requirements: Bachelor’s</p> <p>Minimum Experience: 7 Years</p>
Library Services Manager	<p>This position is responsible for the administrative and operational supervision of the personnel and activities associated with the company Library. Identify ways to ensure that information is easily accessible to users. Develop, implement and evaluate the library's distribution procedures. Develop, monitor, update, and recommend cost effective improvements to the library's operational procedures. Prepare and monitor</p>

Labor Category	Description
	<p>publications budget. Review and approve invoices for payment; negotiate and settle disputed charges. Perform unusual or complex reference research functions for top management. Supervise computerized activities including on-line database reference searches, subscription routing and information updates. Preserve collectible works and identify new material that merits inclusion. Interview and select new staff; supervise, train and evaluate work performance of subordinate personnel. Extensive professional library experience with increasing administrative responsibility. Working knowledge of journal and subscription accounting, cataloging, reference, automated database reference systems.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 7 Years</p>
<p>Technical Librarian 1</p>	<p>Provides support to users by fulfilling individual request for information and/or training in the utilization of the various databases and other resources available. Conducts technical research for information related to on-going programs and proposal efforts. Ensures that the information is current, complete, and readily retrievable. Handles special requests for information not available hard copy nor electronically. Must be proficient in the use of PC's and related software packages such as: Windows, Word Perfect 6.0, Microsoft Excel, Microsoft PowerPoint, Internet, etc.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
<p>Technical Librarian 2</p>	<p>Responsible for the overall operation of a technical/business library or resource center, including acquisition, circulation, cataloging, researches and searches requests. Orders, inventories, and circulates journals and provides information to authorize users for use in technical projects, proposal preparation, marketing and planning. Participates in the continual enhancement of library services, acquisition of equipment and improvement of methods. May have budgetary responsibilities. Knowledge of computerized search technique. Must be proficient in the use of PC's and related software packages such as: Windows, Word Perfect 6.0, Microsoft Excel, Microsoft PowerPoint, Internet, etc.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
<p>Technical Librarian 3</p>	<p>Responsible for the overall operation of a technical/business library or resource center, including acquisition, circulation, cataloging, researches and searches requests. Orders, inventories, and circulates journals and provides information to authorize users for use in technical projects, proposal preparation, marketing and planning. Recommends continual enhancements of library services, acquisition of equipment and improvement of methods. Interfaces with and makes recommendations to management regarding the selection of subscription and reference material. Monitors spending and may have budgetary responsibilities. Knowledge of computerized search techniques.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
<p>Litigation Support Specialist 3</p>	<p>Works under the direction of a Litigation Support Specialist 4 or a Task Supervisor. Performs complex legal research for the trial staff. Prepares draft legal documents, such as motions, briefs, memoranda of law, etc. Screens documents for privilege. Assists attorneys with all phases of litigation.</p> <p>Minimum Education/Special Requirements: Bachelor's, paralegal certificate preferred.</p> <p>Minimum Experience: 1 Years</p>

Labor Category	Description
<p>Litigation Support Specialist 4</p>	<p>Directs and supervises the work of support staff, particularly on major litigation support efforts, such as large legal research projects, or major in-courtroom support. Monitors work and reports on progress; responsible for ensuring that work meets contract and attorney requirements and is delivered on time. Troubleshoots and performs quality control spot-checks. Must be able to formulate administrative and technical procedures for getting the work done. Reports to Task Supervisor or Project Manager; may also have significant contact with client managers, trial attorneys and staff, client staff, and opposing counsel. Performs complex legal and factual research. 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 and litigation consultants. Arranges for access to appropriate libraries and other legal research facilities. Coordinates with other Contractor support components, including data processing support staff, in order to accomplish work.</p> <p>Minimum Education/Special Requirements: Bachelor's, paralegal certificate preferred.</p> <p>Minimum Experience: 3 Years</p>
<p>Auditor 2</p>	<p>Assists with financial and compliance audits at all levels of complexity with supervision. Performs routine compliance audits and financial reviews in accordance with specific approved audit scopes and programs. May work on internal audits or on contract project audits. Requires a specific subject matter expertise to serve as project auditor. Evaluates the level of compliance with identified policies, contract requirements, laws and regulations and identifies departures there from, and suggests improvements to correct identified deficiencies and/or improve controls and procedures. Interacts with outside auditors.</p> <p>Minimum Education/Special Requirements: Bachelor's, CPA preferred</p> <p>Minimum Experience: 2 Years</p>
<p>Program Financial Analyst 1</p>	<p>Assists in developing plans including budgets and schedules to meet contractual/project requirements for an assigned portion of a program. Assists senior personnel in establishing and defining program requirements. Monitors progress of program requirements. Reports, analyzes, and interprets financial and operating data.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 0 Years</p>
<p>Program Financial Analyst 2</p>	<p>Develops plans including budgets and schedules to meet contractual/project requirements for an assigned portion of a program. Conducts program plan studies. Participates in establishing and defining program plan requirements. Coordinates interdepartmental development of program plans and interfaces with vendors and customers as required. Monitors and reports performance against plans to ensure that contractual, cost, and schedule objectives are met. Reports, analyzes, and interprets financial and operating data.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
<p>Senior Records Technician**</p>	<p>Oversees and directs the work efforts of individual records technicians. Must be able to perform all duties of a records technician. Performs quality review of the work of the records technicians. Deals directly with the client on resolution of issues and seeks help from appropriate managers. Ascertains and reports special needs and requests. Performs complex assignments that require planning and organization. Reviews and accounts for file sections. Trains personnel.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 2 Years</p>

Labor Category	Description
Records Supervisor	<p>Supervises the operation of a facility or a unit within a facility. Coordinates the work of records technicians and clerks. Plans and organizes the work of the contractor staff. Investigates problems, determines causes, and designs and conducts tasks and changes necessary to correct problems and prevent reoccurrence. Makes arrangements for urgently needed special requests. Conducts special research projects. Oversees the effort to secure return of files. Trains personnel. Coordinates review of materials, pending request files, the collection and compilation of reports, and quality assurance reviews. Working in a government or private law office Makes contact with appropriate parties for retirement of files.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 2 Years</p>
User Technical Support Specialist 2**	<p>Provides technical support to staff and customers by testing software and hardware products. Assists in setting up and operating end user support program for applications in support of specific projects. Sets up overall user training programs and may deliver training, particularly for complex applications such as groupware and workflow packages which require active on-going training and support to ensure that they are being used effectively. Maintains software documentation. Responds and follows-up on internal and external customer support problems. Provides assistance in using hardware and software.</p> <p>Technical training in Computer Science preferred.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 3 Years</p>
Trial Consultant/Graphics Specialist	<p>Consults with the trial team, including attorneys, paralegals, and expert witnesses to conceptualize and develop strategies, appropriate graphics and other media for presenting evidence at trial, including oversize charts for display in the courtroom, computer-generated graphics for projection or display on computer monitors, animations, simulations, multi-media slide shows, audio and video clips, etc. Digitizes audio and video clips. Synchronizes clips with written transcripts. Recommends effective presentation formats, color schemes, scripting, and sequencing. Using computer and other graphics tools, generates graphics and other exhibits and presentation materials in a format that can be used in the courtroom or other presentation venue. Oversees and coordinates production of highly technical and complex items such as computer simulations and animations which require a production studio. Requires demonstrated ability to recommend and produce high- quality graphics and other presentation media, using computer tools and other professional graphics and multi-media development tools. Must be fully trained in the tools used. Demonstrated ability to evaluate the effectiveness of graphic and multi-media presentations, and to make constructive suggestions for improving. Must be able to understand the arguments being supported by the graphic materials, and to translate that understanding into effective media presentations. Must have outstanding oral communications skills for discussing case and exhibits with the trial team, including expert witnesses. Prior experience in the trial support environment is expected, as is familiarity with standard courtroom presentation packages such as Trial Director and Sanction.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 1 Years</p>
Courtroom AV/Hardware Specialist	<p>Consults with the trial team, court and courthouse staff, court reporters, and opposing counsel to develop plans for equipping a courtroom for a "paperless trial." Recommends appropriate equipment, software, etc., taking into account courtroom layout and lighting, whatever equipment may already be available, requirements for cost sharing between the parties, requirements for portability, trial schedule, the preferences of the judge, etc. Obtains, installs, integrates, tests, and maintains equipment, cabling, and software, particularly for complex installations. Requires demonstrated ability to develop and execute plans for setting up "paperless trial" courtrooms. Requires outstanding oral communications skills; for example, may be required to meet with the trial team, court reporters, opposing counsel, or the judge to discuss courtroom requirements, to explain clearly the capabilities and limitations of various equipment and distribution options, and to make a compelling case for the optimum solution. Needs to be able to anticipate in-courtroom problems with hardware and software so as</p>

Labor Category	Description
	<p>to minimize their impact. Must be thoroughly familiar with standard courtroom presentation software packages, such as Trial Director and Sanction. Must be thoroughly familiar with the state of the art in courtroom presentation hardware, distribution systems, techniques, and procedures.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 1 Years</p>
<p>Courtroom Presentation Specialist</p>	<p>Works with the trial team, including expert witnesses, to develop plans for presenting a case in the courtroom using a courtroom presentation system. Works with the trial team both before trial and during trial to develop scripts for presenting exhibits in a particular order to support testimony. Scans exhibits into courtroom presentation system. Prepares exhibit images for particular uses-- by, for example, zooming in on or highlighting a particular paragraph, or setting up two exhibits side by side on the screen. Develops simple graphic images/exhibits using standard off the shelf software packages. Advises attorneys on the effectiveness of certain exhibits or sequences of exhibits. Operates courtroom presentation system in the courtroom. Advises attorneys on equipment, distribution system, and software requirements for limited or routine courtroom configurations. Obtains, installs, tests, sets up appropriate equipment and software. Performs all trial and courtroom support functions, including equipment set up, scripting, advising on graphics presentations, and in-courtroom operation of equipment. Requires demonstrated ability to work effectively with a trial team through the entire pretrial and trial cycle, identifying and scanning exhibits, scripting with the attorneys, setting up the courtroom, operating and troubleshooting the system in the courtroom. Must be thoroughly familiar with standard courtroom presentation packages such as Trial Director and Sanction. Must have excellent oral communication skills. Must be able to work effectively as a team member in an extremely pressured environment. Must be able to travel for long periods of time. Must be able to work long hours for an extended period of time. Trial experience very strongly preferred.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 1 Years</p>
<p>User Technical Support Specialist 1**</p>	<p>Provides basic technical support to staff and customers by testing software and hardware products. Maintains software documentation. Responds and follows-up on internal and external customer support problems. Technical training in Computer Science preferred.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
<p>Data Technician 1**</p>	<p>Under close supervision, provides repository related support functions and customer service functions using existing databases. Performs repository and technical library functions, using reproduction equipment, and performs data entry functions. Prepares technical documents for distribution to users. Classifies, indexes, stores and circulates of books, periodicals, papers, microfiche, classified reports and documents stored on various electronic media. Collects, compiles, and organizes technical data. Performs manual collation, data entry, word processing using database or computer application software as necessary to update indices and technical documents. Reviews technical documents in library to identify obsolete documents. Identifies documents to proper technical authority for disposition. Processes and scans aperture cards. Performs routine cataloging functions. Answers routine inquiries. Responds to requests for engineering drawings, technical manuals and other materials. Maintains materials for circulation. Understands and provides support with general supervision in one or more commercially available software programs.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
<p>Data Entry Operator 1**</p>	<p>Enters, transcribes, and verifies a variety of alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are generally routine in nature and work parameters are typically well defined.</p>

Labor Category	Description
	<p>Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media. Requires High School diploma or equivalent, and zero to six months of related experience.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
Data Entry Operator Lead**	<p>Coordinates lower-level clerks activities, such as entering, transcribing, and verifying alphanumeric data onto an on-line, batch mode, or personal computer system. Assignments are somewhat complex in nature and work parameters are usually well defined. Assists in designing and implementing data entry program. Maintains files, records, and chronologies of entry activities. Produces output on magnetic tape, diskettes, or other media.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 3 Years</p>
Warehouse Clerk 1**	<p>Performs a variety of order fulfillment and warehouse functions including shipping, receiving, stocking, storing, and inventory of materials. Receives material and verifies count against accompanying documents. Process requests for items, pulls, and assembles kits for shipping, prepares and packs items for shipment. May assist in loading shipments. While performing the duties of this job, the employee is frequently required to handle; reach with hands and arms; stoop, kneel, bend, crouch or crawl. The employee must also occasionally lift and/or move up to 50 pounds or more.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 0 Years</p>
Programmer Technician 1	<p>Designs, develops, implements, and maintains complex business, accounting, and management information systems. Works on complex assignments. Analyzes detailed systems factors, including input and output requirements, information flow, hardware and software requirements, and alternative methods of problem resolution. Works with users to define existing or new system scope and objectives. Performs modifications to and maintenance of operational programs and procedures. Assists users in the operation of the application. Provides guidance to and may supervise less experienced programmer/analysts.</p> <p>Minimum Education/Special Requirements: Bachelor's</p> <p>Minimum Experience: 5 Years</p>
Technical Librarian, Assistant**	<p>Responsible for routine functions of the library on a daily basis. Develop and maintain an electronic and physical library filing system for all technical documentation. Maintain accurate Library indexes and records. Assist engineering personnel with the preparation of all documentation such as specifications, technical publications, vendor contracts, and corporate and technical briefings. Provide graphics support for technical presentations and briefings. Edit documents for grammatical and contextual correctness.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 3 Years</p>
Technical Information Specialist**	<p>Provides support directly to users by fulfilling individual requests for information and/or training in the utilization of the various databases available. Conducts technical research for source of information required in support of request for information related to ongoing programs and proposal efforts. Ensures that the information is current, complete, and readily retrievable. Handles special requests for information not available. Proficiency in the use of personal computers and related software packages such as Windows, Word Perfect 6.0, Microsoft Excel, Microsoft PowerPoint, Internet, etc.</p> <p>Minimum Education/Special Requirements: High School Diploma</p>

Labor Category	Description
	Minimum Experience: 5 Years
Accounting Assistant 1**	<p>Performs a variety of routine accounting functions in accordance with standard procedures. Reconciles bank accounts, posts to and balances general or subsidiary ledgers, processes payments, and compiles segments of monthly closings, annual reports, etc. May contact other departments and/or outside agencies to resolve common problems. Familiarity with accounting and bookkeeping procedures.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
Accounting Assistant 2**	<p>Performs a variety of accounting functions in accordance with standard procedures. Reconciles bank accounts, posts to and balances general or subsidiary ledgers, processes payments, and compiles segments of monthly closings, annual reports, etc. Identifies discrepancies and determines alternative courses of action. Classifies and/or codes transactions to appropriate accounts. May contact other departments and/or outside agencies to resolve common problems. Familiarity with accounting and bookkeeping procedures.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 2 Years</p>
Audio Visual Technician**	<p>Under close supervision, assists more senior level audio-visual technicians in providing audio-visual and photographic support. Duties include learning how to use video equipment, edit tapes, and set up lighting and sound recording devices. Assists more senior level audio-visual specialists by: setting up and adjusting equipment to meet production requirements. Performs routine maintenance of audio-visual equipment. Assists in editing tapes, incorporating graphic enhancements, videotaping and photographing events, training in television studio production, and setting up lighting and sound recording devices. Maintains a library of audio and videocassettes.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 2 Years</p>
Records Clerk**	<p>Creates, receives, and processes files. Records information in manual and automated logs. Identifies, organizes, and labels records. Maintains files, including removal of duplicate copies of records, replaces worn or improperly labeled folders, and redistributes files on shelves. Retrieves files and prepares them for delivery to requestors. Prepares files for transfer to other locations or for retirement. Able to lift boxes weighing 30 pounds. May have the same responsibilities as a clerk, but drives a van to deliver files and records to various sites. Obtains the signatures of all recipients for delivered materials. Moves supplies and files, schedules sequence of deliveries and pickups, plans efficient routes, and keeps logs of deliveries. Requires High School Diploma Must have a valid driver's license and a driving license without repeated accidents and violations and is acceptable to the insurance company that insures the driver for this position.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
Records Technician**	<p>Prepares case files for closure and shipment to retirement facilities. Organizes files by category and chronological date and packages files in appropriate folders and boxes. Receives disposition or closure forms, stamps them as received, and routes them to appropriate locations. Reviews, identifies, and routes materials to appropriate locations. Identifies special media that needs conversion, labels and sends media to conversion staff or outside vendor, and tracks receipt of converted and source media. Requires high school diploma and two years of previous experience in records management or filing functions. One year of additional schooling, such as college or paralegal training or one year working in a government or private law office. Ability to identify and distinguish different kinds of legal documents and to organize large masses of materials according to a logical scheme or established procedure.</p>

Labor Category	Description
	<p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
<p>Scanning/Microfilm Specialist 1**</p>	<p>Operates digital image scanning equipment to capture images and generate associated OCR text.</p> <p>Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on equipment. Maintains production logs and equipment maintenance logs. Attention to detail extremely important.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
<p>Scanning/Microfilm Specialist 2**</p>	<p>Operates digital image scanning equipment to capture images and generate associated OCR text.</p> <p>Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on equipment. Maintains production logs and equipment maintenance logs. Attention to detail extremely important.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 2 Years</p>
<p>Scanning/Microfilm Specialist 3**</p>	<p>Operates digital image scanning equipment to capture images and generate associated OCR text.</p> <p>Follows established scanning and quality control procedures in producing digital files in specified format for further processing. May be required to prepare documents for scanning by disassembling prior to scanning and reassembling afterward. May be required to scan microfilm, microfiche, aperture cards and other media. May be required to record file level information and physical attachment information during the scanning process. Must be able to set up, operate and perform routine maintenance on equipment. Maintains production logs and equipment maintenance logs. Attention to detail extremely important.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 3 Years</p>
<p>Scanning Supervisor**</p>	<p>Supervises and directs scanning staff to accomplish work. Reports on progress, troubleshoots, performs quality control, and ensures work meets contract requirements for quality and delivery schedules. Functions as expert operative on all equipment and processes. Determine appropriate scanner and scanner settings based on document type, planned processing, and document characteristics. Perform image, text, and property reviews to confirm loading, quality, and location of documents stored on the Document Management System. Trains staff.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 3 Years</p>
<p>Document Control Specialist 1**</p>	<p>This position is responsible for the assisting in the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates forms by using computer design software.</p>

Labor Category	Description
	<p>Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
<p>Document Control Specialist 2**</p>	<p>This position is responsible for the development, inventory, storage, distribution and destruction of forms as required under set practices and assists in the administration of the Records Management System. Processes and fills requests for forms, which includes pulling orders, checking quantity, packaging for shipment to area offices and delivering to employees. Creates and updates forms by using computer design software. Assists in the administration of the company's Records Retention Management program, including researching, analyzing, negotiating and distributing retention schedules. Knowledge of computer software. Ability to communicate in an effective and professional manner with internal and external contacts.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 2 Years</p>
<p>Document Control Specialist 3**</p>	<p>File and retrieve documents within a standardized system that allows for the efficient storage of and accessibility to large volume of records. This involves categorizing records and storing them in alphabetical or numerical sequence or a combination of the two. Some centralized records units maintain more than one system. Some require cross referencing among files and/or indexing. Respond to requests for items from files by locating and retrieving the item, sending, or delivering it to the requester, and documenting the transaction. If item is not available, document that it has been requested, and when available, send to the requester. Most requests are received through the mail, but some, such as quick research questions, are handled by telephone, and some information is entered into a computer terminal.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 3 Years</p>
<p>Litigation Support Specialist 1**</p>	<p>Works under the direction of a Litigation Support Specialist 2, Legal Assistant, Task Supervisor, or Project Manager. Gathers, prepares, and summarizes relevant materials for use by attorneys in preparation of opinions, briefs and other legal documents following established guidelines. Summarizes depositions and other transcripts. Maintains case files. Performs simple legal research. Indexes, tracks and controls exhibits and other materials at depositions and at trial. Assists attorneys in courtroom. Prepares exhibit cross-references. Screens documents for relevance and privilege according to established guidelines and criteria. Performs initial compilation of documents for FOIA or production requests, subject to review by superiors and trial staff. Requires litigation support or related experience.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 1 Years</p>
<p>Litigation Support Specialist 2</p>	<p>Works under the direction of a Legal Assistant, Task Supervisor, or Project Manager. In addition to functions performed by Legal Assistants 1 described above, performs moderately complex legal research. Synopsizes transcripts of hearings and oral arguments for attorney use. Work products are reviewed prior to submission; however, often develops these products with minimal direct supervision other than written guidelines. Reviews case related materials and identifies potentially conflicting statements or areas requiring further investigation. Writes preliminary drafts of simple legal memoranda and correspondence.</p> <p>Minimum Education/Special Requirements: Associates Degree</p> <p>Minimum Experience: 2 Years</p>

Labor Category	Description
Senior Word Processor**	<p>Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCR'd text files. Backs up files as prudent. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Works fairly independently - does not require constant, close supervision. Requires at least two years of word processing experience. Excellent oral and written communication skills required.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 0 years of experience.</p>
Word Processor**	<p>Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCR'd text files. Backs up files as prudent. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Performs simple maintenance on machines. Works fairly independently - does not require constant, close supervision. Excellent oral and written communication skills required.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 2 years of experience.</p>
Document Management Analyst**	<p>Reports to Task Supervisor, or Project Manager. In addition to performing functions of Document Management Technician as described below, performs moderately complex document management or litigation support tasks, including, for example, detailed indexing of project files, drafting procedures for accomplishing support assignments, document acquisition related tasks, etc. Proofreads and edits deliverable products. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff.</p> <p>Minimum Education/Special Requirements: Bachelor's or its equivalent</p> <p>Minimum Experience: 1 years of experience.</p>
Document Management Technician**	<p>Reports to Document Management Analyst, Task Supervisor, or Project Manager. Follows established procedures in filing, retrieving, and copying project file materials. Creates compilations of documents such as witness binders and prepares deposition and trial exhibits. Enters data on-line to various file tracking databases. Proofreads, edits, and corrects OCR'd text files. Retrieves and blows back documents from microfilm and digital image media. Tabs, numbers, labels, and assembles documents. Fills out log sheets and reports on progress. Performs quality control on the work of peers in all of these areas. Prepares documents for image scanning. Performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned. Performs simple database searches.</p> <p>Minimum Education/Special Requirements: Bachelor's or its equivalent</p> <p>Minimum Experience: 0 years of experience.</p>
Office Applications Specialist**	<p>Performs functions of Senior Word Processor: Types, edits, corrects, etc. documents, charts, tables, etc. as required. Proofreads, edits, and corrects OCR'd text files. Backs up files as prudent. Performs quality control over own work and work of peers. Organizes and maintains correspondence files. Performs simple maintenance on machines. In addition, provides expert user services and support for specific office application packages, particularly word processing, graphics/presentation, and spreadsheet packages. Provides tips and assistance to other users in best use of these packages. Requires three years word processing experience and a High School Diploma.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 3 Years</p>
Electronic Files Specialist**	<p>This is an entry-level position operating under the direction of more senior Contractor IT staff. Provides hands on file manipulation, loading, and conversion services. Creates and modifies files for upload into COTS products and performs individual file conversion in support of electronic file processing. Will be required to develop, evaluate</p>

Labor Category	Description
	<p>and modify methodologies and procedures for manipulating files for use with COTS products and litigation support applications. Must be able to ensure the accuracy of data loading, manipulation, and conversion by performing and documenting quality and accuracy checks.</p> <p>Minimum Education/Special Requirements: High School Diploma</p> <p>Minimum Experience: 1 Years</p>
ERM Tech Support	<p>Provides hands technical support for applications focused on Electronic Records Management (ERM). Designs and develops software applications. Performs requirements analysis, coding, debugging, testing and troubleshooting throughout the application development process. Requires a bachelor's degree. Typically reports to a manager. Works on projects/matters of limited complexity in a support role. Work is closely managed.</p> <p>Minimum Education/Special Requirements: Bachelor's Degree</p> <p>Minimum Experience: 1 Years</p>