

Title: Assistant I-Security

Req Number: 19216BR

Recruiter: Grasso, Karen Karen.grasso@gd-ais.com

Position Reports To: Mustonen, Lawrence Lawrence.mustonen@gd-ais.com

Job Location: Massachusetts - Pittsfield

Specific Responsibilities:

Performs a wide variety of administrative duties supporting security procedures and requirements. Conducts in person and remote security briefings. Interviews employees to verify accuracy of and completeness of personnel security questionnaires and related documents. Processes personnel security documents and visit requests. Initiates and maintains online personnel security databases and files.

- This position provides quality, cost-effective customer compliant DoD Clearance and visit request processing.
- Decision making, with support of team lead who resides in New Jersey, regarding NISPOM, DCID 6/4, and other customer requirements.
- Responsibility for and participation as a team member in all levels of personnel security program working to comply with consistent standards, policies and procedures.
- Supports clearance processing effectively and efficiently to ensure that personnel maintain their clearance eligibility by tracking all government compliance criteria. Maintains personnel security databases, i.e., JPAS, SIMS, e-QIP, PeopleSoft and other electronic systems.
- Assures timely processing and review of metrics to assure processing goals are met or exceeded.
- Primary point of contact for the personnel security and awareness program at the Pittsfield, MA location, however, supports clearance processing across the country. Participates as a member of a progressive team that has a vision of change in the design, development and implementation of GDAIS Personnel Security products and processes.
- Completes self inspections on personnel security processes.
- Supports audits and inspections by Government representatives.

Basic Qualifications:

- Requires a high school diploma or equivalent and a minimum of 6 years related professional work experience.
- Must be able to work with limited supervision. Must be a self-starter for routine work. Works as a member of a team of security professionals with expertise in personnel security.
- Must possess an in-depth understanding of NISPOM and other program directives as applicable to personnel security.
- Ability to work with and take direction from remote management and team members.
- Strong organizational and communication skills for multi-tasking. Prioritization experience
- Interfaces directly with security counterparts and employees to ensure effective, efficient clearance/access processing is accomplished across GDAIS.
- Electronic skills to include basic Microsoft application suite, JPAS, e-QIP, etc.
- Limited travel required
- The successful candidate will hold and maintain a SECRET clearance and be eligible for SCI and/or Special Accesses.
- Typically requires a minimum of 6 years related experience.

Is a Clearance Level Required?: Yes-within 24 months of hire

Required Clearance: Secret

Preferred Qualifications:

- Substantial job knowledge with a thorough understanding of the general aspects and technical phases of the job, and their application to problems and situations normally encountered. Knowledge of Director of Central Intelligence Directive (DCID 6/4).
- Bachelors Degree or equivalent professional applicable experience in the Personnel Security & Awareness discipline, to include experience with JPAS and e-QIP.
- Active DoD Secret Clearance Preferred.