

Position ID: ESD-16-1022

Position Title: Technical Specialist

Experience: 2 years

Clearance: TS/SCI w/FSP

Position: Technical Specialist

Responsible For:

- Assist with adding new entries and files into a database. Ensuring that files are populated correctly
- Document the new standard operating procedure and responsibilities for creating new entries (interim and after the new database is built)
- Respond to IC's requests for files while waiting for the new database to be built
- Work with the database developers when necessary
- Determine and document SOP for granting access (and type of access) to the database
- Test the database after the initial build and report errors to database developers (including screen shots and full scenarios)
- Determine best vehicle for adding new countermeasures as well as document and implement process
- Define and document permissions for specific types of entries

Minimum Requirements:

- Have basic computer skills (data entry, word processing, spreadsheets, presentation graphics, and document editing)
- 2+ years experience supporting a software or engineering project team

Desired Requirements:

- Be able to read and understand electrical, mechanical, and/or chemical drawings and process specifications
- Experience with building, maintaining or troubleshooting complex electronic equipment
- Ability to work well in a cross-functional team environment with minimal supervision and direction
- Experience with shipping and/or COMSEC accountability
- Ability to lift containers or devices weighing up to forty (40) pounds
- Ability to maintain detailed records and follow detailed procedures related to legal chain of custody requirements
- Ability to prepare products for shipping, complying with all measures (to include International Traffic in Arms Regulations (ITAR) requirements and courier procedure for classified materials) necessary for the safe and timely arrival of products at their destination