U.S. Department of State

Information

Job Title: FOIA Specialist/Records Manager, GS-0306

Salary: $57,510 to $128,920

Position Type: Competitive service

Opening Date: November 25, 2019

Close Date: January 17, 2020

Length of Detail: 180 days with the option to extend.

Who May Apply: Open to current Federal, competitive service employees serving in grade level of GS 9-13 positions. This is a detail position. More than one vacancy can be filled from this announcement. Interested applicants must secure their agency/supervisor's approval prior to applying to this announcement.

Division: Inspector General Office of General Counsel

Duty Location: 1700 North Moore Street, Arlington, VA.

Security Clearance: Secret

Telework: Yes as determined by agency/office policy

Relocation Expenses: No

Detail Interview Travel: Candidates within the Washington, D.C. metro commuting area may be selected for a telephone, teleconference, or in-person interview.

Travel Required: None

Summary

The Office of Inspector General/Office of General Counsel (OIG/OGC) is looking for volunteers to assist OGC with responding to Freedom of Information Act (FOIA) requests, along with being the alternate records manager. This detail to OGC will be for 180 days with an option to extend.

Why do this? As the only mechanism by which members of the public may obtain access to federal agency records, FOIA is an excellent opportunity to be on the front lines of government transparency. Much of the media relies on FOIA requests to inform their news stories, so you may have an opportunity to see your work in the news. The FOIA also provides the opportunity to learn about and work with each program area of OIG to obtain records. By reviewing and working with the records produced by the various OIG programs you will gain a better understanding of and appreciation for the work each accomplishes. Additionally, there will be several opportunities to

work alongside the Law Office Manager to perform other administrative duties.

What will you be doing? The FOIA provides individuals with the right to request agency records. Naturally, not every record can be released. Simply put, at OGC/FOIA we search relevant OIG program offices for requested records, then review the records to determine what can or can't be released. We use Adobe to make any necessary redactions and send what we can to the requester with a letter describing the release.

More specifically you will be:

- Utilizing FOIA;
- Issuing acknowledgment letters;
- Initiating searches within appropriate program offices;
- Reviewing records and applying redaction recommendations;
- Consulting with OIG program offices and the Department when necessary;
- Assisting the FOIA Officer with organizing records responsive to FOIAs;
- Ability to serve as an independent analyst applying knowledge of legal compliance in accordance with NARA, well-established principles, concepts and methods;
- Ability to work in a very fast paced organization. Multitasking is essential;
- Working with Law Officer Manager to create OGC's official files plan;
- Preparing memos and other correspondence;
- Preparing subpoenas and other legal documents;
- Preparing subpoenas and other legal documents;
- Drafting letters describing OIG actions on a FOIA;
- Support Records Management Officer; and
- Additional duties TBD.

You're good at:

- Organizing
- Thinking
- Learning
- Analyzing
- Writing
- Researching
- Communicating
- Multitasking

Job-specific Requirements

- Prior knowledge/experience with FOIA;
- Prior legal experience;
- Knowledge of FOIAXpress (Helpful but not required); and

- Experience with Adobe Acrobat.

If you are interested in this opportunity, please seek the approval of your supervisor in advance of applying for this detail and submit an introductory email and resume to Supervisory FOIA Officer Bill Baron via email at William.C.Baron@stateoig.gov and Law Office Manager Katrice Mueller via email at katrice.g.mueller@stateoig.gov.