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Records Management Specialist II

Job Number:
JO2024-10030

Join Exigent Services as Records Management Specialist II, and be part of a dynamic team that supports the U.S. Cyber Command (USCYBERCOM) Directorates in Fort Meade, MD with subject matter expertise in the areas of joint cyberspace operations planning, policy, strategy, and doctrine development, wargames and exercises, operations research, international and integration support, and cyber intelligence operations.

Hiring organization
Exigent

Job Location
Fort Meade, Maryland, USA

Date posted
March 4, 2024

The Records Management Specialist II will:

- Perform a variety of routine tasks to facilitate records management functions of the client.
- Apply specific functional and working or general industry knowledge.
- Create, analyze, and maintain records management systems processes and procedures for the client.
- Develop uniform systems and procedures for filing records and materials in various media formats, including digital.
- Establish and maintain workflows and create and recommend improvements to record-keeping in the office.
- Organize, prioritize, and manage the records management functions, including scanning, document preservation, and disposition.
- Produce and deliver briefings on the client's records management program to groups to inform client personnel on records management policies and procedures.

For this position, you will have:

- Active TS/SCI clearance with a polygraph, upon application
- BA or BS degree
- 10+ years of experience as a records management specialist
- Experience with using Microsoft Office, including SharePoint and Outlook
- Experience with senior military leaders and 4-Star level or with a Combatant Command
- Ability to pay strict attention to detail
- Possession of excellent organizational skills
- Possession of excellent oral and written communications skills
- National Archives and Records Administration (NARA) Federal Records Management Certification

Compensation

Exigent Services offers a comprehensive compensation package including: 401K, health, vision, dental, and life/disability insurance.

Company Overview:

Exigent Services is a full-scope management consulting company that is ready “ON DEMAND” to offer a range of experts, technologies, cutting-edge teams of consultants, and strategic solutions and systems. With over 40 years of Federal Services, Exigent’s core competencies include: Planning Services, Cyberspace Exercise, Cyberspace Policy, Professional Services, Leadership Development, Training, Strategic Planning, and Human Capital Management.

EEO Commitment:

We’re an equal employment opportunity/affirmative action employer that empowers our people to fearlessly drive change – no matter their race, color, ethnicity, religion, sex (including pregnancy, childbirth, lactation, or related medical conditions), national origin, ancestry, age, marital status, sexual orientation, gender identity and expression, disability, veteran status, military or uniformed service member status, genetic information, or any other status protected by applicable federal, state, local, or international law.