



Join an award winning, fast growing, dynamic company in providing the Federal Government, the Department of Defense and the Intelligence Community with acquisition support and the deployment of advanced technology and cutting edge complex systems; as well as intelligence, security & oversight support. Decision Technologies, Inc. has extensive experience in RF systems & missile sensors development, production transition, quality and reliability assessment, test & evaluation. We also have extensive expertise and involvement in intelligence analysis, strategic planning, and policy support. We match our capabilities to the needs of our customers to develop advanced technologies, deploy cutting edge sensor and combat systems, and deliver high-quality professional services. Join an experienced team providing exceptional support and leadership for our National interests.

Position:	Administrative Congressional Assistant
Salary Range:	Commensurate with Experience
Location:	Pentagon, Washington, DC
Position Status:	Full Time
Clearance:	Top Secret
Education Level:	AA/BA Degree or 2-3 years' vocational training
Relevant Work Experience:	Minimum of 4+ years professional work experience with moderate computer skills
Other Requirements:	US Citizen

Position Description

- Perform a broad range of congressional liaison / administrative duties in support of the Office of the Assistant Secretary of Defense for Legislative Affairs (OASD(LA)).
- Analyze written and verbal inquiries and responses from the Office of the Secretary of Defense Offices of the Under & Assistant Secretaries of Defense, the Military Departments, Members of Congress, and congressional staff to ascertain intent and ensure that correspondence is provided to appropriate office; provide congressional document retrieval services from Department of Defense (DoD) websites assigned to the appropriate staff; and track status and notify appropriate DoD components for follow-up action.
- Maintain comprehensive files for coordinating and responding to congressional and DoD staff inquiries on status of congressional correspondence responses.
- Retrieve, assemble, and organize information from files, congressional information services, and other office reference materials.
- General administrative duties to include, but not limited to:
 - Daily courier runs to congressional offices, etc., monitor controlled access to suite entry and escort office visitors as necessary.
 - Operation of basic office equipment, including telecommunications, fax machines, reproduction machines
 - Organize and maintain programmatic/financial or other records
 - Utilize multiple network application systems to facilitate daily office operational requirements
 - Coordinate, review and verify statistical data and reports for accuracy and completeness

- Receive and respond to customer inquiries and action items.
- Review and track official travel documents
- Verify, pass and maintain staff security clearances; receive, process and maintain building/congressional badge requests for staff and congressional committee members
- Maintain the office supply card program to include a monthly closeout audit and review of budget
- Track and maintain incoming Freedom of Information Act (FOIA) requests
- Provide assistance in obtaining motor pool transportation for senior staff and request clearance for parking on the Pentagon Reservation for visitors.

Desired Qualifications

- Should possess a background in information / correspondence management or office automation.
- Should have 4-5 years' experience in applications specific to job requirements.
- Should be able to handle fluctuating flurries of activity.
- Knowledge and experience of the following applications/programs are highly desirable:
 - Correspondence Action Tasking System (CATMS)
 - Defense Travel System (DTS)
 - Congressional Hearings and Reporting Requirements Tracking System (CHARRTS)
 - Defense Civilian Pay System (DCPS)
 - DoD Directives Portal
 - Ground Transportation System (GTS)

We Offer:

- Competitive Salaries and Benefits Package
- Medical, Dental and Vision Insurance
- 401(K)
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long Term Disability
- Vacation Time
- Advancement Opportunities
- Commuting Reimbursement