Job Description Form

Position Title: Office Support I **Submission Date:** 02/11/2021

Work Location: Washington, DC **Clearance Requirements:** Secret

Employment Type: Full-time **Travel Required:** No

Job Description (Required Information: job duties, required skills, & required education)

SUMMARY:
This position assists with general office support and administrative tasks for the DDTC.

POSITION DUTIES:
Monitors the front desk and or reception area; Handles all aspects of receiving and processing incoming mail and correspondence; Answers the central telephone line and direct calls as required; Responsible for collecting, organizing, and distributing correspondence received outside of standard mail delivery;Implements establish check-in procedures for visitors, including storage of mobile devices; Notifies DDTC personnel of the arrival of their visitors; Creates and maintains office files, and facilitates records retirement and retrieval; Performs a variety of clerical duties; Tabulates and posts data in information systems or record books; Orders and maintains office supplies; Perform workspace and general/common area cleanup; Maintain mail log based on established procedures; Maintain open storage facility for classified material up to the Secret-level; Assign case numbers for incoming requests for General Correspondence (GC), Commodity Jurisdiction (CJ), Brokering Licenses and Advisory Opinions (BA), DSP-85 Classified Transactions and one-time exceptions; Enter cases into DDTC's databases with basic information; Assign cases to appropriate offices and distribute cases.

NECESSARY SKILLS & KNOWLEDGE:
Strong interpersonal skills. Must possess strong written and verbal communication skills. Ability to gather pertinent facts, make thorough analyses and arrive and sound conclusions. Strong organization and planning skills. Excellent time management skills and ability to multi-task and prioritize work. Efficient user of Microsoft Office Suite programs including Word, PowerPoint, Excel and Access.Able to operate all office equipment including but not limited to: telephones, copy machines, fax machines, printers, and computers; Performs other administrative/escort duties as assigned.

MINIMUM QUALIFICATIONS:
Working knowledge of DDTC’s internal software applications and basic knowledge of International Traffic in Arms Regulations (ITAR). Must have a minimum Secret security clearance.