

Job Description

Location: Department of Energy
DOE Headquarters
Field EEO/Diversity Program Managers

Resumes are accepted up until Friday, March 19, 2021

Email: lgibbs@csftechnologies.com

Subject line: DOE Administrative Specialist- Level III, EEO Administrative Specialist or
Administrative Specialist- Level I- File Clerk

Positions are contingent upon contract award.

Position: Administrative Specialist- Level III, EEO Administrative Specialist

- A. Manage EEO's documents in a digital format and maintaining digital case files.
- B. Establish, maintain, update, track, and securely file and store hardcopy and electronic files on sensitive case records and complaint files for DOE Headquarters and Field Offices.
- C. Prepare, assemble, label, index, tab, copy and securely bound and fasten EEO investigative case files in accordance with established practices and EEOC MD-110.
- D. Consult with DOE Headquarters and Field EEO/Diversity Program Managers to ensure accuracy in case numbers, case status, and complaint files.
- E. Input EEO complaint information into the DOE iComplaints Tracking System.
- F. Prepare reports of complaints of discrimination in an overdue status in accordance with complaints processing goals and timelines established by the government.
- G. Conduct periodic statistical analysis of data maintained by the DOE iComplaints Tracking System.
- H. Upon request, distribute copies of complaint records and documents to organizations and individuals having a need to know.
- I. Answer and screen incoming telephone calls and forward and direct inquiries to
- J. Provide basic information to callers, as necessary; and receive and sort daily mail and deliveries.
- K. Prepare routine letters in EEO cases for the signature of the Deputy Director and Associate Deputy Director, including letters notifying witnesses and Responsible Management Officials of an EEO complaint.

- L. Prepare daily and weekly lists of all outgoing correspondence and decisions.
- M. Manage and log all mail and prepare certified receipts for outgoing mail.
- N. Use appropriate discretion to protect privacy rights in sensitive matters.
- O. Perform other clerical receptionist duties such as filing, photocopying, scanning, collating and faxing.
- P. Communicating effectively, both orally and in writing. Provide other administrative support services as needed.
- Q. Knowledge of Title VI and VII of the Civil Rights Act of 1964. ADA, ADEA, Equal Pay Act provisions, The Genetic Information Nondiscrimination Act of 2008 (GINA), The Americans with Disabilities Act of 2008, and Title IX of the Education Amendments of 1972.
- R. Assist with EEOC reports of investigation in accordance with EEOC guidelines Knowledge of the Privacy Act and experience performing redactions of personally identifiable information (PII) in EEO case files and reports of investigations.
- S. Review EEO case files and reports of investigation for personally identified information and make appropriate redactions when requested.
- T. Utilize technology to track all aspects of the formal and informal EEO complaints processes in iComplaints.
- U. Communicating effectively, both orally and in writing. Provide other administrative support services as needed.

- **Minimum Education Requirements: B.A. or B.S. Degree. M**
- **Minimum of eight (8) plus years of experience in records management or similar**

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Position: Administrative Specialist- Level I- File Clerk

- A. Organize and maintain sensitive case records and office files, and monitor logbooks.
 - B. Prepare, assemble, label, index, tab, copy and securely bound and fasten EEO investigative case files in accordance with established practices and EEOC MD-110.
 - C. Receive, sort, and distribute daily mail and deliveries.
 - D. Perform other clerical duties such as filing, photocopying, scanning, collating, and faxing for entire staff, including a disabled employee.
 - E. Answer and screen incoming telephone calls and forward and direct inquiries to the appropriate staff and officials.
 - F. Provide basic information to callers, as necessary; and receive and sort daily mail and deliveries.
 - G. Using personal computer applications and various methods of data entry. Communicating effectively, both orally and in writing.
 - H. Provide other administrative support services as needed.
- a. Minimum Education Requirements: Associates Degree.
 - b. Minimum of four (4) plus years of experience in records management or similar responsibilities