



**Position:** Casework Files Assistant  
**Reference #:** 02075  
**Organizational Unit:** HEE-NSP-FS/OS  
**Appointment Type:** FTT  
**Location:** Multiple Locations (Huntsville, AL and Quantico)  
**Date Posted:** June 19, 2018

**PURPOSE:** The Case File Assistant (CFA) performs higher level tasks and has knowledge and experience in the structure, preparation, and maintenance of case documentation for the BAU. The performance of these tasks requires familiarity with casework and workflow, supporting the ability to conduct research utilizing their knowledge, case documentation, accessing TEDAC specific databases; such as NGI, Explosives Reference Tool (EXPeRT), DART, and for latent results, from Department of Defense (DoD) labs, specific DoD databases, such as WEAT and BI2R.

**ESSENTIAL JOB FUNCTIONS:**

- Provide basic managerial / administrative support for case documentation requests from internal and external sources. Support functional areas in preparation of case information and items for court testimony.
- Send communications to appropriate field offices or FBI Headquarters (HQ) as required.
- Assist with document tracking or developing database / spreadsheet applications to track case files, audit reports, and other documentation management actions.
- Research, develop, and author whitepapers and information papers, as required
- Assist with other duties as requested.

**JOB REQUIREMENTS:** High School diploma or General Educational Development (GED) certificate.

Applicants must be able to obtain and maintain a TOP SECRET security clearance issued by the Federal Government

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Applicants that apply for a position that requires access authorization then ORAU will test for the absence of any illegal drugs as defined in 10 CFR 707.4. ORAU will also conduct a background investigation by the Federal government as required to obtain an access authorization prior to employment, and reinvestigations will be conducted as required.

Applicants that apply for a position that are covered by the Counterintelligence Evaluation Program regulations as defined in 10 CFR 709 may be required to have a counterintelligence-scope polygraph examination.



**Experience:** Previous experience working with TEDAC and / or BAU preferred.

**Skills:** Basic computer skills, to include use of Microsoft Office programs (Word, Excel, Access, and Outlook); organization skills; flexibility and adaptability to changing priorities.

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