

Executive Administrative Support Services Front Offices of OGC

SUMMARY

Title: Executive Administrative Support Services Front Offices of OGC
ID: 5608
Department: Client Services
Location: Washington DC

DESCRIPTION

Job purpose

ARIEL Business Group, Inc., (ARIEL); a diverse Florida based enterprise and government consulting company that has been providing outstanding results for our clients for many years the Federal Bureau of Investigation's (FBI) Office of the General Counsel including the Investigative & Administrative Law Branch (IALB) front office, the National Security & Cyber Law Branch (NSCLB) and the Forensic Sciences Law Unit (FSLU).

The Federal Bureau of Investigation (FBI) is the principal investigative arm of the United States Department of Justice. The Bureau is charged with gathering and reporting facts, locating witnesses, and obtaining evidence in cases involving Federal jurisdiction. The FBI Office of the General Counsel (OGC) provides comprehensive legal advice to the Director, other FBI officials and divisions, and field offices on a wide array of investigative and administrative operations. The objective of this contract is to obtain highly skilled administrative support services that enhance the FBI's ability to meet its mission in the OGC Investigative & Administrative Law Branch, Litigation Branch and National Security & Cyber Law Branch with business management. The Executive Administrative Support Services provide administrative and support service to the Front Offices of the Office of General Counsel

Duties and responsibilities

- The Contractor shall ensure requests for action or information, which would receive the UCs or Deputy General Counsel's attention, are made known to responsible personnel who carry out or satisfy the requests. Follow-up on resulting activities for the purpose of briefing the COS, UC, SC, or DGC. Recommend to the responsible personnel whether important or emergency matters should be brought to the attention of Executive management's attention when Chief of Staff is present, but inaccessible.
- Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction.
- Perform a variety of office automation and word processing duties in support of office operations. Uses electronic typewriter, word processor, computer terminal in conjunction with applicable software and related printers and modems, to produce accurate and efficient work. Composes and types a variety of narrative material (e.g., correspondences, electronic communications (ECs), endorsements, reports, instructional manuals, and other informational items).
- Receive visitors coming to see the Branch members, such as other DGCs, executive management, staff attorneys and others as well as new General Attorneys coming into the Branch. Maintains appointment schedule of DGC and provides general administrative support for the DGC as applicable.
- Schedule and arrange appointments, meetings, conference, and other engagements with prior approval, or upon request based on established practices, coordinates changes or confirmations, as necessary, and maintains appointment schedule(s) on a daily basis. As appropriate, makes final commitments to high level officials within the agency and from other agencies, the general public, and private industry on a regular and recurring basis. Assures that commitments are recorded and modified, and that the DGC is reminded of pending engagements. Gathers background data for the topic of the meeting, when necessary. When required, attends meeting for the purpose of taking notes or otherwise contributing or assisting in the accomplishment of the meeting objectives.
- Maintain personnel records for the Branch, showing dates of entry,

assignments and changes of status, residences, and telephone numbers, as assigned by the COS.

- Assist in making arrangements for presentations and/or lectures, either for the Section Chief (SC) or for a member of the Branch. Types documents from rough draft and makes necessary changes for the situation at hand.
- Arrange for conferences, assuring that room, seating supplies, back-up information or equipment is available. Reviews travel voucher when trip is completed. In response to frequent unavoidable changes in DGC's schedule, adjusts the appointment schedules of others, and notifies DGC regarding schedule or appointment changes.
- Occasionally receive and screen all telephone calls as needed for the General Counsel, determines the nature, purpose, and sensitivity of the call, and recommends to responsible personnel whether or not the circumstances require personal attention or refer the call to appropriate staff
- Prepare files for hearings and trials; assemble notebooks; pull file copies of documents, tab binders, number, bind, label, re-file documents and shelving; pack boxes and prepare them for shipment.
- Assist with annual equipment inventory, coordinating with administrative unit on tracking, logging, scanning, and locating inventory of staff in the Branch or Division.
- Prepare manuals and train workers in use of new forms, reports, procedures, or equipment, according to organizational policy.
- Review all incoming and outgoing correspondence for subject content and routes to appropriate office; notes important items requiring follow-up; and/or takes necessary action on items which require acknowledgement of routine correspondence. File items or reference materials.
- Transmit, receive, and acknowledge electronic mail and messages, checking transmittals for proper clearances; prints hard copies of incoming mail or messages and routes to designated units entering applicable date, time, or other identifying data into electronic files or documents, as may be required. May be responsible for supplies, equipment, and printing and maintenance services.
- Make executive travel arrangements and maintains computerized record of itineraries, including their drafting and preparation. Reviews

itineraries prepared by others to maintain awareness of movement, at all times, so that they may be contacted as necessary. Ensures that all lodging accommodations are arranged in advance to be certain that appropriate accommodations are available.

- Occasionally provide liaison through the relay of messages and instructions from the supervisors to other staff members, assuring that they are aware of Executives schedule in order that they can plan meetings at which the supervisor should be present.
- During review of correspondence passing through the Office, notes statements that may be affected by pending information or decisions and, where such information can be passed along, informs originator prior to review and signature by the DGC.
- Assist in Discovery and court preparation by organizing, scanning, and Bates-Stamping FBI discovery documents for delivery to opposing counsel
- Deliver FBI discovery documents to opposing counsel or other branch members via electronic means or by snail mail
- Receive, organize, and upload discovery documents received from opposing counsel to secure FBI SharePoint sites for FBI attorney review.
- Create document indexes of both FBI and opposing counsel discovery documents for quick reference by FBI attorneys.
- Maintain physical hard copies in Bates Stamped and organized into case-specific "binders" for potential review by attorneys or judges during trial, then creating PDF as instructed of discovery files to serve as Exhibits during trial
- Receive and screen all telephone calls as needed for the General Counsel, determines the nature, purpose, and sensitivity of the call, and recommends to responsible personnel whether or not the circumstances require personal attention or refer the call to appropriate staff
- Other duties as assigned.

Qualifications

- Required Active Clearance: Active Top Secret (TS)
- Minimum Education and Experience: Shall have an Associate Degree with four (4) years of experience in the field of office management or

related area; OR shall have at least seven (7) years of experience in the field of office management or a related area. (Previous experience with the FBI OGC processes will be considered but are not required).

- Shall have demonstrated experience in information management; producing correspondence and documents and knowledge of administrative and clerical procedures to perform non-routine assignments such as locating and summarizing and clerical problems relating to the Office's programs.
- Demonstrated experience of production correspondence and documents and knowledge of administrative and clerical procedures to respond to verbal and written inquires and establish and maintain files and records.
- Shall have demonstrated experience in skills in scheduling, reporting and Microsoft Office Products and knowledge of administrative and clerical procedures concerning matters such as meetings, report deadlines, response requirements, and matters of procedure.
- Shall have knowledge and experience with Microsoft Office Suite Products and with operating office equipment.
- Shall have demonstrated experience with administrative and clerical procedures and demonstrated experience of producing correspondence and documents to recognize and properly distribute incoming correspondence or other mail or reports; prepare replies and maintain suspense files.
- Shall have ability to comprehend, analyze, and interpret documents, and ability to solve problems involving several options in situations. Requires intermediate analytical and quantitative skills.

Working conditions

Working conditions are normal office environment. Within a secured, cleared federal working spaces with privileged access and working with sensitive information

Physical requirements

Normal office environment mobility: sitting, walking, bending, stooping, standing, lifting a maximum of 25 pounds (greater than 25 pounds

requires a two-person lift), turning, pushing. Normal office dexterity, to include reaching, handling, grasping, to include typing/keyboard, and phone use.

These are key requirements for individuals to be able to work in this environment. However, ARIEL complies with all Americans with Disabilities Act provisions. Should an employee require accommodation, please speak with his/her manager or email HR (humanresources@arielbusinessgroup.com).

EQUAL OPPORTUNITY EMPLOYER: ARIEL is an Equal Opportunity Employer. ARIEL does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

DRUG FREE WORKPLACE:

As part of our commitment to safeguard the wellbeing of our employees and to provide a safe environment for everyone, ARIEL has established a drug-free workplace policy consistent with The Drug-Free Workplace Act of 1988.

ARIEL, Inc. requires job applicants to submit to a drug/alcohol test and may use a refusal to submit to a drug/alcohol test or a positive confirmed drug/alcohol test as a basis for rejecting to hire a job applicant. A job applicant is a person who has applied for a position with ARIEL, and has been offered employment conditioned upon successfully passing a drug/alcohol test, and may have begun work pending the results of the drug/alcohol test.