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## Position: Security Specialist

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**Location/Department:** Reston, VA / Services

Security Specialist for the U.S. Geological Survey, Mapping Applications Center (MAC), Advanced Systems Center (ASC), the National Center Collateral Facility (NCCF) and the National Center Sensitive Compartmentalized Information Facility (NCSCIF) located in Reston, Virginia.

**Qualifications or Skill Required:**

- Top Secret SCI clearance
- Must have knowledge of information security requirements to identify information requiring protection
- Strong interpersonal and communications skills, both written and oral.

**Responsibilities:** Input various forms of classified information Management Systems (SIMS). Control all incoming and outgoing classified materials. Control and receive documents for packages and shipments through the approved courier systems. Transmit and receive classified/unclassified faxes. Update the long-term certification list, in SIMS, on a daily basis. Prepare clearance visit request for transmittal the following day. Complete destruction of records and destroy classified and unclassified materials, as identified. File daily outgoing/incoming receipts. Support other centers on security matters.

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## Working at TAG

Since 1984, Technology Advancement Group, Inc. has been an innovator in driving the IT industry to develop new products and is a leader in advanced hardware solutions for the rugged tactical IT arena. Our objective is to achieve the highest possible levels of service, delivery, and customer satisfaction consistent with our clients' requirements. As a privately held company and not a subsidiary or division of any other organization, TAG is able to proactively meet our clients' needs while simultaneously building our employees' careers.

## Culture

Our positions offer a unique opportunity to join a growing, dynamic company that is partnering with government to help ensure national security. We encourage innovation, creative thinking, and team player attitude. Come work in a professional environment that promotes corporate and personal growth yet fosters balance. Through your skills, creativity, and commitment to excellence, you can contribute to our country's national defense and have a great time doing it!

## Benefits

- Competitive pay
- Group health and dental coverage with prescription drug benefit
- Employee life and Accidental Death & Dismemberment (AD&D) coverage
- Annual vacation
- Sick leave
- Paid holidays
- 401(k) savings plan

- Direct deposit
- Credit union membership

TAG maintains a strong commitment to safety and requires that all new employees pass a drug test upon employment. Random drug screens may be a condition of continued employment.

### Equal Opportunity Employer

TAG is an equal opportunity employer and, as such, affirms in policy and practice to recruit, hire, train, and promote in all job classifications without regard to race, color, religion, sex, age national origin, citizenship status, marital status, sexual orientation, or gender identity. Furthermore, TAG will not discriminate against persons who are veterans of the Vietnam era. Similarly, considering the need for reasonable accommodation to their limitation, TAG will not discriminate against persons because of their handicap, including disabled veterans. EOE M/F/D/V

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