

Gemini Industries Inc.

EMPLOYMENT

Gemini Industries Inc. provides technical, management and operations services to support the Global War on Terrorism. Gemini supports the acquisition of C4ISR systems, intelligence systems, fixed wing platforms, anti-terrorism and counter-terrorism technologies and special applications. We also provide technical and management solutions to Special Operations Forces and support the integration of technology to enhance performance and reduce operating costs.

Location: Tampa, FL

Clearance Required: Secret (T/S desired)

Position: Freedom of Information Act (FOIA) Analyst

Position Description: This position requires a working knowledge and understanding of FOIA and Privacy Act processing procedures. Duties may include but are not limited to the following:

- Process/assist in completing Freedom of Information Act / Privacy Act (FOIA/PA) requests.
- Prepare memoranda to task staff offices to obtain responses and records for FOIA/PA requests.
- Prepare interim responses to requesters acknowledging receipt and responses to status requests.
- Prepare referral letters/memoranda to other agencies.
- Scan documents and properly redact information, using REDAX, to include specifying the appropriate FOIA exemptions.
- Assist and advise on compilation of data for the FOIA annual report.
- Maintain the FOIA/PA Case Management Database.
- Require excellent oral and written communications skills.

Direct inquiries and resume submittals to:

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