



SENIOR RECORDS MANAGER

WHO WE ARE:

Muse Technologies is an 8a, female-owned company. After seven years of being in business, we have already been recognized as a leader in providing Cloud, Social Media and Open Space support for our clients. Just as our employees are diverse, so are our clients. We service both the government and the private sector.

WHAT YOU WILL DO:

The **Senior Records Manager** is part of the Executive Office for United States Trustee Program (USTP), division of Department of Justice (DOJ). In this role the selected candidate will

- Develop policies, procedures, and guidance regarding USTP's internal administrative records.
- Consult with information technology (IT) experts throughout USTP to ensure that good recordkeeping processes are an integral part of the agency's IT projects and plans.
- Coordinate USTP's records activities within the agency's and with other agencies, particularly the National Archives and Records Administration (NARA); and
- Provide information to the public and oversight authorities regarding USTP's records management activities.

ESSENTIAL RESPONSIBILITIES:

- Complete an internal, agency-wide records inventory to identify all records, paper and electronic, both those that have been assigned an appropriate amount of time after which they will be destroyed or given to the National Archives and Records Administration (i.e., those that have been *scheduled*) and those that are yet unscheduled. With this inventory in hand, we will create an effective file plan and records maintenance and disposition procedures for the agency to follow regarding all Federal records.
- Develop a vital records program to identify and protect those records that specify how USTP will operate in case of emergency or disaster, those records vital to the continued operations of the Agency during and after an emergency or disaster, and those records needed to protect the legal and financial rights of the Government and of the persons affected by its actions.
- Create a workable system for retaining records and storing inactive records in accordance with our internal policies and legal requirements at all organizational levels within USTP.



- Develop a systematic method for disposition and destruction of outdated records in accordance with the JMD and National Archives and Records Administration (NARA) retention and disposition schedules.
- Establish guidelines for selecting and identifying archival records, that is, those that should be maintained permanently.
- Provide training to USTP personnel, both at Headquarters and in field offices, in records management procedures and responsibilities.
- Provide guidance to USTP personnel for the periodic disposition of records that are not in use (*inactive records*) and non-records in the office work areas.
- Update and maintain USTP website portal for disseminating records management information to USTP personnel on records management issues and policies; and
- Establish a program for the periodic evaluation of all aspects of our records management program.

WHAT MATTERS TO US:

- Bachelor's degree in Information Management or related degree
- 8+ years previous work experience in a Federal records management environment
- Experience using Microsoft Office, Outlook, and Teams
- Knowledge of Federal Government records management process a must
- NARA Certification a plus
- Must be highly organized and have excellent oral and written communication skills
- Must be able to obtain a Public Trust security clearance
- Experience in System of Records Notices (SORN), preferred

WHAT WILL MATTER TO YOU:

Muse Technologies offers its employees salaries that are commensurate with their experience, and that are market compatible. This position will have multiple duty locations in the Washington, DC metropolitan commuting area. The employee will be expected to report to various work locations as directed without additional compensation for travel.

Muse Technologies does not discriminate based on race, color, creed, religion, gender identity, sexual orientation, gender identity, age, mental or physical disability, ancestry, marital status, and national origin. We are an equal opportunity employer, and we encourage military veterans to apply.

Muse participates in the E-Verify Employment Verification Program.

Subject to applicable law, all prospective hires will be required to show proof of COVID-19 vaccination as a condition of employment. Reasonable accommodation will be considered.