



**JOB DESCRIPTION # 2016004: Junior Intelligence Analyst**

**WORK LOCATION:** Washington, D.C. 20407

**RESPONSIBILITIES:** SoftConcept Inc. is seeking Junior Intelligence Analysts who are familiar with research and analysis processes, tools, and techniques used within the Intelligence Community (IC); and, who are experienced in technical editing/copy editing intelligence reports and documents:

- Review documents for appropriate formatting as well as style, clarity, punctuation and grammar, as well as, for compliance with organizational directives and procedures.
- Conduct and document research, and process the information to produce intelligence products and presentations.
- Compile intelligence reports from raw data in established formats.
- Identify and capture key information.
- Create text that accurately and concisely communicates information.

**MANDATORY**

- B.A. or B.S. degree and 1-3 years related experience; or at least 4 years related experience; or M.A. or M.S. degree and at least 2-5 years of related experience.
- Top Secret security clearance
- 1-3 years of operational experience in raw information gathering and reporting; experience with outreach, research, writing, and reporting techniques and review and validation of products.

**DESIRED**

- Department of Homeland Security Suitability Clearance
- Proficient in one or more foreign languages to enable daily research on complex target sets, conduct translations, and produce expertly written final products in English.

**TO APPLY**

Email your resume to SoftConcept, Inc. Attn: Frank Ogden at [F.Ogden@SoftConcept-Inc.com](mailto:F.Ogden@SoftConcept-Inc.com).  
Reference the **Requisition # in subject line**.