



Job Title: Fraud Paralegal

Grade:

Salary: \$21.36/hour

Requirements: Paralegal certificate

Qualifications: one to two years of litigation support experience and trial experience valued

Job Description:

The Excalibur Group is currently seeking a Paralegal in **Washington, DC** to support a Federal contract.

****Must be a U.S. Citizen, possess good-excellent credit, able to obtain a DOJ MBI Clearance and will be subject to a background/credit screen prior to employment.**

REQUIREMENTS

- **Education:** minimum of a Paralegal certificate.
- Minimum of one to two years of litigation support experience and trial experience valued.
- Ability to create comparative analysis charts for legislation.
- Requires sound working knowledge of federal and state court system, legal research procedures, and legal research resources.
- Experience performing citation-checks and preparing documents for trial and testimony for council hearings.
- Thorough knowledge of legal research tools such as LexisNexis and Westlaw.
- Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, imaging, and hardware systems.
- Strong working knowledge with Client tools and knowledge of e-discovery procedures and resources.
- Excellent written and oral communication skills.
- Excellent ability to proofread.
- Ability to consistently deliver highest quality work under extreme pressure very helpful.

DUTIES AND RESPONSIBILITIES

- Work in an office setting; walking, standing, bending and carrying of small office items is required.
- Design, create and proofread information and instructional bulletins for office wide distributions regarding legislative or ethical issues.
- Participate and assist in all areas of trial preparation. To include compiling, organizing, and indexing various evidentiary exhibits.
- Maintain Eyewitness Identification Research Portal.
- Mark and identify trial exhibits and draft a list of exhibits to be presented at trial.
- Prepare narrative summaries, charts, tables, graphs, or other visual aids to be used at trial.
- Range of paralegal tasks include, but are not limited to copying, mailing, closing files, maintaining pleadings.
- Assist with other administrative tasks as the role support person in the branch office.
- Ability to meet established deadlines and work as a team player in a professional office. Skill in meeting and dealing with people in a courteous and tactful manner.

HOW TO APPLY:

****Candidate must reference the position title and location, along with your credit worthiness, Citizenship status, contact information and your acceptance of the salary requirements when applying.**

If interested in this opportunity, please apply on our website by visiting www.theexcaliburgroup.com. When on the website, select the Careers tab and in the drop-down menu select current positions. Once there you'll find all of Excalibur's current openings.

PAY RATE:



Job Title: Security Analyst

Grade:

Salary:\$70 -\$75k

Requirements: ****Must be a U.S. Citizen and will be subject to a background/credit screen prior to employment.****

Qualifications: Bachelors Degree, 5+ years experience, CISSP (highly desirable, and Security

Job Description:

- Ensure our applications and infrastructures are secured to the highest standard; thus maintaining and continuing to optimize our security posture.
- With minimal supervision analyze system services, operating systems, networks and applications and provide documented analysis.
- Performs risk analysis and security audit services, and develops analytical reports.
- Participate in security audits, risk analysis, vulnerability testing, and security reviews on all program systems.
- Support the maintenance of FISMA compliant security programs. This includes the creation of Security Authorization packages and oversight of annual Continuous Monitoring assessments and re-authorizations to include vulnerability scanning, interviews and system testing.
- Execute and deliver monthly and quarterly vulnerability scans using tools Nessus, DbProtect, Guardium, and, Cenzic Hailstorm.
- Assess, gather, and evaluate client application requirements and complete analysis sheets.
- Coordinate remediation efforts with developers, testers, operations, engineers, and clients.
- Provide technical support, prepare presentations, and conduct application demonstrations.
- Design, customize, and deliver solutions training and technical presentations.
- Monitor system security and responds to incidents.
- Monitor security advisory groups to ensure all necessary network security updates, patches and preventive measures are in place.
- Develop network device baseline configurations and firmware management plans
- Assist with development and training of management, administrators, engineers and users on security policies and procedures.
- Conduct comprehensive expert analysis on current or emerging cyber threats to improve understanding and help to mitigate future threats.
- Independently develop a variety of Security Authorization deliverables including: System Security Plans, Security Assessment Reports, Risk Assessment Reports, Privacy Impact Assessments (PIA), Annual Assessments, Contingency Plans, FIPS 199 Security Categorizations, Plan of Action and Milestones (POA&M), etc.
- Support the review and maintenance of Security Authorization documents in accordance with Federal, DOJ, and applicable local regulations.
- Assist in the delivery for updated security plans policies, standard operating procedures on or before the required due dates.
- Perform Continuous Security Monitoring using DOJ approved tools such as ELMS BigFix, ArcSight, Firewalls, and NAC.
- Collaborate with other IT teams to assist in resolution of security issues.
- Provide guidance on security threats, technology, standards, and practices.
- Investigates security issues that appear under new threat scenarios



Job Title: Data Architect

Grade:

Salary:

Requirements: Must possess good communication skills and problem-solving abilities and must have experience working in an Agile environment. Bachelor's degree and at least 5 years' experience as a Data Architect and DBA.

Qualifications:

Job Description: The Excalibur Group, a Washington D.C. based company, specializes in offering dynamic staff augmentation and support to federal government agencies, as well as state and local governments. Our industry focus includes defense, legal, information technology (IT) and professional services. The Excalibur Group is a minority-owned small business. The business is defined by its multifaceted approach to placement by focusing not only on client satisfaction, but providing professionals with personally fulfilling opportunities. The Excalibur Group; Right Person – Right Seat.

For more information, please visit www.theexcaliburgroup.com The Excalibur Group is currently seeking a Data Architect to support a position in Woodlawn, M.D. to support a Federal contract

RESPONSIBILITIES

- Ability to map data elements from client systems to the target application for ingestion and processing.
- Proficiency in DB2, Greenplum.
- Experience in designing and configuring relational database objects and designing data distribution and data archiving solutions.
- Ability to ensure database security, including backups & disaster recovery.
- Experience with planning and implementing application and data provisioning.
- Experience in producing entity relationship & data flow diagrams, database normalization schemata, logical to physical database maps, and data table parameters.
- Experience in building PL/SQL code and Database query language and data modeling.

HOW TO APPLY

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Job Title: Tech Writer

Grade:

Salary:

Requirements: Education: Master's Degree in Information Technology or related field or equivalent experience

Qualifications:

Job Description: **The Excalibur Group** is currently seeking a **Sr. Technical Writer**, to join our dynamic team in **Washington, D.C.** to support a Federal contract.

DESIRED

- Adaptable
- Analytical
- Detailed Orientated
- Goal-Orientated/Driven/Self-Starter

ROLES AND RESPONSIBILITIES:

- Provides assessments of technical and operational practices based on leading industry standards specific to the requested technology
- Plans, organizes, and conducts research in a variety of areas, such as new or existing products, science, social science, law or business in support of an IT initiative
- Searches sources such as reference works, literature, documents, newspapers, statistical records, and other sources of information. May use Internet, Intranet, magazines, periodicals, journals, and other media to perform research
- Analyzes information and statistical data to prepare reports and studies for use by professionals
- Works with various technical and non-technical staff to create documentation to be used for various tasks across the system development lifecycle
- Document business processes, workflows, and procedures across social services programs administered by the District
- Prepares and maintains operational documentation such as user guides and manuals and technical publications for distribution within the project team, as well as, inter-agency and external stakeholders when necessary
- Documents and diagrams process flows and business process for use in developing technical requirements, use cases, test plans, and other technical documents as directed
- Collaborate with developers and PMs to create quality documentation and training materials
- Provide documentation that provides very detailed technical specifications to be used across technical teams
- Provide detailed user based guides and training materials to be used by internal staff
- Provide user guides and frequently asked questions for users internal to DHS and to the public
- Develop and maintain an internal documentation library
- Other duties as assigned

HOW TO APPLY:

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To view other available positions, please visit www.theexcaliburgroup.com

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Job Title: Administrative Clerical Support

Grade:

Salary: PAY RATE: \$14.33/hour

Requirements:

Qualifications:

Job Description: The Excalibur Group is currently seeking an Administrative Clerical Support to join our dynamic team for assignment to support a position at Fort A.P. Hill.

DUTIES AND RESPONSIBILITIES

- Schedule, process and manage installation training support resources
- Review existing data sharing MOAs provided to determine the extent to which data sharing is currently authorized regarding justice-involved youth
- Provide training support utilization reports, daily and weekly weather reports to stakeholders, and monthly status reports Perform extensive physical and electronic file management
- Learn and independently use government's training portal Receive, process, and schedule training support requests as well as coordinate training support resources, facilities, products and services
- Assist customers in person, telephonically, and through authorized electronic media
- Become familiar with relevant policies and regulations to serve as a resource of knowledge for stakeholders

REQUIREMENTS

Possess basic knowledge and skill in the use of office automation equipment including computer operation, MS Office programs, database and spreadsheet programs, desktop publishing equipment, copiers, and communication equipment Mastery of scheduling for several end-users Capability to accurately transcribe and summarize meetings Excellent oral and written communication Ability to obtain basic clearance to enter base

HOW TO APPLY

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Job Title: G.I.S Developer

Grade:

Salary:

Requirements: Bachelor's Degree in GIS, Computer Science, Information Systems Management, Geography, or related discipline Associate level: 3+ years of experience developing web and desktop GIS solutions. Senior level: 7+ years of experience developing web and desktop GIS solutions

Qualifications:

Job Description:

- Involved in all phases of software development life cycle, from requirements gathering, analysis and design, development, testing, and implementation of GIS solutions.
- Designing, programming, testing and documentation of spatial and data driven solutions using Microsoft .NET (C#), JavaScript, jQuery, and ESRI ArcGIS technologies (ArcObjects for ArcGIS Desktop, ArcGIS Server Silverlight and JavaScript APIs).
- Development of a variety of geospatial products including web, mobile and desktop architectures using ESRI development environments, online tools such as ArcGIS Portal/Online, and mobile tools such as ESRI ArcPad, Survey 123, and ArcGIS Collector.
- Understand the design, configuration, use, and maintenance of enterprise geodatabases using Microsoft SQL Server
- Provide technical support to end users (external clients and/or colleagues) through training, demonstrations, and documentation
- Learn and apply new skills and tools during the life-cycle of a project - identifying knowledge-transfer opportunities to junior staff to streamline processes
- Design workflows and data management techniques to increase efficiencies, and maintain the quality of deliverables
- Senior-level developers will also:
 - Serve as lead developer for new and existing projects
 - Work with managers and developers in making platform, technology, and tooling decisions
 - Mentor junior staff developers and perform QA/QC on other team members' solutions

Requirements:

- Experience developing GIS solutions using C#, .NET, and ESRI tools as listed in responsibilities including experience using Visual Studio and SQL Management Studio
- Experience developing web pages using WebForms and MVC
- Experience developing ArcGIS geoprocessing tools using Python for ArcGIS and ArcPy library
- Experience configuring and using GPS (mapping grade) solutions a plus
- Experience working with data in both Microsoft Excel and Access
- Experience with consulting or contract work or developing for DOD clients a plus
- Travel as needed for client meetings and business development
- Excellent problem solving, time management and verbal/written communication skills including the ability to communicate effectively with external and internal clients of varying levels of computer literacy
- Ability to work as a member of a team and work with tight deadlines to successfully complete tasks on-time and within budget
- Must be a self-starter, highly motivated, organized, and self-disciplined in order to organize time and work efficiently in a face-paced and exciting consulting environment



Job Title: Jr. Business Analyst

Grade:

Salary:

Requirements: Bachelor's degree related to Information Technology. Possess 2-4 years of experience supporting client base with specific to technical requirements analysis or equivalent

Qualifications:

Job Description:

The Excalibur Group currently seeking a Junior Business Analyst to support a federal contract in Washington, D.C. ****Must be a U.S. Citizen, possess good-excellent credit, able to obtain a Federal Clearance and will be subject to a background/credit screen prior to employment. Are you interested in doing rewarding work as a Business Analyst in the federal sector? If so, apply with us now!**

RESPONSIBILITIES

- Analyze, design, develop, implement, and maintain a variety of client environments or solutions.
- Gain knowledge from senior consultants and managers, on how to handle portions of larger projects, including data development, analysis, first draft written communications and client interaction.
- Develop an area of specialization (e.g., solutions specialization, architectural design, etc.).
- Investigate, analyze and resolve routine and advanced problems in selected functional areas.
- Assess, gather, and evaluate client application requirements.
- Coordinate work with developers, testers, operations, engineers, and clients, as required.
- Write technical documentation with complete report of analysis to include analysis sheets (requirements gathering).
- Prepare packaged presentations, and conduct application demonstrations.
- Supports clients by designing, customizing and delivering solutions training and technical presentations aligned to their needs.
- Suggest components for basic systems integration of products and services in selected functional areas.
- Write specification documents for solutions and enhancements to applications or systems within the program.
- Suggest changes to database design that supports proposed solution.
- Perform database queries to troubleshoot problems.

REQUIREMENTS

Ability to document detailed functional and technical software requirements and then communicates effectively with client stakeholder to obtain consensus and approval on these requirements. Use targeted knowledge in current and emerging software technologies. Demonstrate experience in Applications Support and SDLC.

APPLY WITH US NOW!

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