

JOB ANNOUNCEMENT

Computer Specialist--Part Time--The Assassination Records Review Board (ARRB), an independent federal agency created to oversee the identification and release of records relating to the assassination of President John F. Kennedy, seeks to hire a part-time computer support person with expertise in Lotus Notes, WordPerfect 6.1, and Microsoft Excel. This is a one year appointment and will require approximately 20-25 hours per week. Successful candidate needs to have excellent communications skills, superb organizational skills and ability to pay attention to detail, be able to train users in Lotus Notes and WordPerfect, and assist in fixing day-to-day computer problems. Candidates must be able to qualify for Top Secret security clearance.

Please contact Tracy Shycoff at 202-724-0088 if you have any questions. Send your resume and cover letter to Assassination Records Review Board, 600 E Street NW, Washington, DC 20530. FAX: 202-724-0457.