

The **ASSASSINATION RECORDS REVIEW BOARD**, a temporary independent federal government agency created to oversee the identification and release of records related to the assassination of President John F. Kennedy, seeks applicants for the following positions:

RECEPTIONIST

Responsibilities include, but are not limited to, answering and screening incoming calls, processing incoming and outgoing mail, greeting visitors, and answering simple requests from the public. The position requires a professional attitude and pleasant manner.

SENIOR ADMINISTRATIVE ASSISTANT

This position is to provide administrative support to the Executive Director and the members of the Board. Responsibilities include, but are not limited to, word processing, screening calls, preparing briefing books for Board meetings, transcribing dictation tapes, drafting and editing letters, scheduling, and other general administrative functions. The Senior Administrative Assistant will have frequent contact with high level employees of other government agencies.

Applicant should meet the following requirements: proficient in Word Perfect (at least version 5.1), ability to proof and edit documents, dictaphone experience, and strong organizational skills.

ADMINISTRATIVE ASSISTANT

This position is to provide administrative support to members of the Analysis and Review staff. Responsibilities include, but are not limited to,

word processing, extensive filing, xeroxing, managing document database, and other general administrative functions.

Applicant should be proficient in Word Perfect, have some experience in database management, and possess strong organizational skills.

Please send resume or SF-171 to:

Tracy Shycoff

Administrative Officer

ARRB

600 E Street, NW 2nd Floor

Washington, DC 20530

or fax to : 202-724-0457

Applicants must be able to qualify for Top Secret security clearance for all positions.

JOB ANNOUNCEMENT

The **ASSASSINATION RECORDS REVIEW BOARD**, a temporary independent federal government agency created to oversee the identification and release of records related to the assassination of President John F. Kennedy, seeks applicants for the following position:

Assistant Computer Specialist/Assistant Administrative Officer

This position will serve as the assistant to the Computer Specialist (an intermittent employee) and the assistant to the Associate Director for Administration. Computer responsibilities will include: daily administration of the computer network, software training, assisting in the development and implementation of databases, And troubleshooting. Administration duties will include: processing invoices for payment, arranging travel, and assisting the AD for Administration with the day-to-day office operations. This position will also serve as the administrative contact for the office in the absence of the AD for Administration.

Preferred computer experience: Novell Netware 3.12, Lotus Notes, Microsoft Windows in a Novell Network, dBase IV, WP Win 6.1, Microsoft DOS, training users on a Novell network, ARCserve backup software.

Please send resume or SF-171 to:

Tracy Shycoff
Associate Director for Administration
ARRB
600 E Street, NW 2nd Floor
Washington, DC 20530
or fax to : 202-724-0457

Applicants must be able to qualify for Top Secret security clearance