

<b>Position Description</b>		
<b>Title:</b>	Correspondence Specialist, Management Operations Division	<b>Date:</b> 6/10/2014
<b>Location:</b>	U.S. Dept. of Energy Washington, DC	<b>Report to:</b> RER Project Manager
<b>Matrix Reporting Responsibility to:</b>		Assigned DOE Officers

Primary Responsibilities:

The Correspondence Specialist will be responsible for administrative support to Officers of the Management Operations Division in the Loan Programs Office (LPO) of the United States Department of Energy (DOE). This will include the following major tasks:

Administrative support to the Management Operations Division (MOD) Correspondence staff following all DOE policies and procedures, including but not limited to:

- Accept and direct incoming correspondence to the appropriate person(s) for appropriate response;
- Accept and direct drafted correspondence for review and concurrence by appropriate internal and external Government Agencies and DOE LPO Senior Managers;
- Track and coordinate the flow of correspondence/responses through Edocs and email to obtain concurrences from other program offices within predetermined deadlines;
- Interact with Edocs team to monitor urgent correspondence requiring immediate responses;
- Ensure Edocs comments are updated daily;
- Accept and prepare final responses for mailing and final close out approved by the LPO, and forwarded to Executive Secretariat;
- Provide support to General Counsel in creating action memo packages for the Secretary's approval. Create Executive Secretariat number, prepare, and package action memo to forward to appropriate person(s) for review and concurrence.
- Send concurred package to Executive Director for approval and signature and then forward to Executive Secretariat for the Secretary's signature;
- Respond to FOIA requests from the public for copies of correspondence in relation to specific LPO projects;
- Create and track non-controlled correspondence sent directly to the Executive Director for response.
- Ongoing completion of weekly exceptions report.

- Conduct appropriate internal and external research to substantiate responses to correspondence from private citizens and congressional and other government agencies' personnel.
- Collaborate on the drafting of response letters;
- Provide ongoing drafting, layout, quality control, publication, distribution, and retention services for LPO formal documents and presentations submitted to senior managers, officials, boards, and organizations of the DOE, the executive, legislative, and judicial branches of the Federal Government.
- Maintenance of Division records, calendars, and files; preparations for division visitors, status reports and upcoming meetings.

#### Secondary Responsibilities:

- Provide other administrative support, as determined from time to time, under direct guidance from assigned officers of the Loan Programs Office.
- Assist in preparation and maintenance of reports as required by the various Divisions of the Loan Programs Office.
- Provide back up to fellow RER Team members to be determined by the Project Manager from time to time and other tasks as required under the contract of services to the DOE.

#### Special Skill Sets:

1. Bachelor's degree and/or relevant experience in administrative support in the area of market analysis, communications, and research using hard copy and electronic media.
2. High proficiency level in the use of the Internet, Microsoft Word, PowerPoint and the ability to learn proprietary computer applications as necessary.
3. High sensitivity to recognizing and setting priorities.
4. Ability to communicate orally and in writing in a multimedia environment.
5. Ability to work independently or as part of a team.
6. Proven skills in researching material.
7. Attention to detail and willingness to learn concepts in multiple energy industry segments.