



Full Job Description

Job Title	Data Transfer Analyst (DTA)
Job Description	<p>EMSolutions, Inc. is seeking a Data Transfer Analyst for its Arlington, VA office. Responsibilities include:</p> <ul style="list-style-type: none">- Consults with customers to identify and specify requirements, and to develop overall functional and product requirements.- Develops, selects, and/or maintains data files to obtain greater efficiency in computer performance and processes.- Determines organization of data and assign names and definitions to the various records and fields. Oversees the security system to ensure controlled access to maintain the integrity and confidentiality of the data.- Extracts, transfers, and loads data as necessary to maintain the system and interface to other systems.- Improves data quality through the implementation of data codification, data cleansing, and data filtering.- Complete file protection and management to include virus scan, file type, dirty word search, content validation, manual file review, archive, audit, and quarantine policies in accordance with security classification guides.- Provide Encrypted communication connections throughout the data transfer process.- Other duties as assigned.
Education Level	Not Required
Work Location	Arlington, VA
Clearance	TS / SSBI
General Experience	Not Required
Specialized Experience	Not Required
Acquisition Experience	Not Required
Travel Requirements	Not Required