



Trident Technologies and  
Consulting – Global, LLC

## **Administrative Support Specialist** **“Contingent Upon Award”**

**Job Title:** Administrative Support Specialist  
**Work Location:** San Antonio, TX  
**Position Classification:** Full Time  
**Background Investigation:** National Agency Check with Local Agency and Credit Checks (NACLIC), Ability to obtain a SECRET DOD Security Clearance

[www.t2cglobal.com](http://www.t2cglobal.com)

### **Overview**

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

### **Responsibilities**

The Administrative Support Specialists work closely with other administrative personnel, both military and government civilians, at the work location, and with administrative and managerial personnel at CENSECFOR Headquarters. The Administrative Support Specialist will typically perform the following duties:

- Review correspondence generated by Command Personnel to ensure that the contents are consistent with Navy policies, procedures, and emerging administrative requirements. This information should contain all pertinent information to avoid delays in routing and approval processing.
- Administer the Site Mail Management Program, which includes picking up and dropping off mail to/from the local post office, as appropriate.
- Administer the Site Files and Records program to include receipt, control, and distribution of all incoming and outgoing correspondence; proper filing procedures, ensuring accurate and up-to-date files; and proper record disposal.
- Prepare recognition award packages for military/civilian personnel for submission to CENSECFOR.
- Manage the Check-In/Check-Out process for the site. When appropriate, provide coordination with the respective headquarters staff (i.e., Government Travel Charge Card (GTCC)). Conduct Site Indoctrination for new personnel.
- Manage the Site's Printing Program in conjunction with guidance provided from headquarters staff. Drop off and pick up printing projects from DAPS.
- Manage the Site's Directives Program in conjunction with guidance provided from headquarters staff.
- Prepare Navy and Marine Corps enlisted and officer fitness reports, and if appropriate, forward to NTTC Lackland Administrative Officer for signature by Commanding Officer.
- Function as the site's primary point of contact for the local Personnel Support Activity Detachment and/or Training Support Detachment. Role involves having access to Transaction Online Processing System (TOPS) for submission of ALL staff Electronic Service



Record entries; coordinating with Personnel Support Activity Detachment (PSD); having access to Navy Standard Integrated Personnel System (NSIPS) to verify Electronic Service Records; acting in the capacity as the Command Leave Administrator (CLA) for active duty personnel via Navy E-Leave program; and attending monthly Personnel Support Activity Detachment (PSD) training sessions.

- Prepare Letters of Designation for site personnel as required by directive, or per guidance provided by headquarters staff.
- Set up classrooms and ensure that all classroom material is available for convening classes. Prepare graduation certificates and other appropriate graduation and certification paperwork as appropriate.
- Function as the activity's administrative assistant and track status of training. Coordinate training schedules with local small arms ranges, swimming pools, and simulation training facilities. Provide updates on training requirements to the site lead and or Commanding Officer as appropriate.
- Maintain the IA checklist, as well as the site tracking log.
- Maintain the Site Tickler system, ensuring compliance with all deadlines established by higher authority.
- Maintain all Division Officer records and Instructor Training Records for active duty personnel.
- Coordinate the General Military Training (GMT) training schedule and training records.
- Assist Military and Civilian personnel with administrative questions and processes to update electronic service records.
- Other administrative tasks may be assigned based on emergent requirements or based on unique requirements of the NTTC Lackland.

## Qualifications

Required:

- **Must possess a favorable adjudication of a National Agency Check with Local Agency and Credit Checks (NACLC) Background Investigation, Ability to obtain a Favorable Tier 3 Background Investigation (SECRET DOD Security Clearance).**
- A High School diploma or GED
- A minimum of four (4) years administrative experience, with at least two (2) years in a Navy or Marine Corps environment
- Possess a valid driver's license
- Complete all ethics training requirements set forth by NETC, CENSECFOR and NTTC Lackland prior to working with students and staff

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee must be capable of



performing all training evolutions to include all tactical and dynamic maneuvers per the testing plan; including the ability to effectively complete weapons qualifications in the standing, kneeling and prone positions; ascend or descend ladders and go through narrow passageways; be free of any abnormal fear of heights and be able to acclimate to extreme local environmental conditions (e.g., high heat, humidity). These conditions and standards must be met at time of employment, and that these fitness standards are to be sustained throughout the life of the contract. The employee may be required to move ten pounds and could occasionally lift or move up to thirty-five pounds.

**Disclaimer:** The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

### **Special Conditions**

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

### **Equal Opportunity Employment Statement**

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.

### **T2C-Global POINT OF CONTACT**

If interested in applying for the above listed position, please contact us at; [recruit@t2cglobal.com](mailto:recruit@t2cglobal.com)