



Located in Clarksburg, MD Centaur Consulting Group LCC is a technical services business focused on providing project management and specialized consulting services in the areas of worker safety and health, quality assurance, environmental programs, and materials / facilities disposition across U.S. Department of Energy (DOE), U.S. Department of Labor (DOL), and the commercial power industry.

For more information, visit our website at <https://centaurllc.org/>

Employment Position: Records Quality Assurance Analyst 2 (Junior Level)

Location: Jessup, MD

Employment Type: Full-Time

Salary Range: \$57,000 annually

The Records QA Analyst 2 (Junior Level) performs Quality Assurance and Quality Control (QA/QC) inspections of digitized federal immigration records to ensure image accuracy, completeness, metadata integrity, and compliance with USCIS policy and National Archives and Records Administration (NARA) standards.

Responsibilities:

QC Inspections & Sampling:

- Perform daily onsite QC inspections using ANSI/ASQ Z1.4-2008 (Level II Normal) sampling methodology.
- Apply 100% pass/fail quality standards.
- Identify, tag, document, and return deficient files for correction.
- Conduct secondary reviews as directed.

File-to-Image Verification:

- Verify page count, page order, and completeness of digitized records.
- Confirm capture of envelopes, photos, notes, and attachments.
- Detect scanning defects including streaks, skewing, distortion, or orientation errors.
- Apply “three-way scan” verification rules for attached items.
- Ensure color items are scanned appropriately.
- Confirm passports are scanned in full.
- Validate capture of file jacket information when required.

Metadata & Tagging Validation:

- Validate A-Numbers, receipt numbers, dates of birth, and submission dates.
- Verify proper separation and tagging of receipts and Record of Proceeding (ROP) documents.
- Ensure correct document classification and metadata assignment.

Systems & Workflow:

- Utilize Kofax/KWIC QA queue or comparable systems.
- Retrieve files from QA pallets and return corrected items by site procedure.
- Always follow secure file-handling protocols.

Reporting & Documentation:

- Maintain daily QC logs documenting files reviewed, errors identified, and corrective actions.
- Support daily and weekly reporting deliverables.
- Maintain organized digital QA documentation.

Records Management & Compliance:

- Follow USCIS Records Policy Manual (Volume 2) and NARA 36 CFR Part 1236 standards.
- Prevent unauthorized removal or destruction of federal records.
- Comply with DHS digitization and retention policies.

Privacy & Security

- Safeguard PII/SPII and CUI.
- Complete required DHS privacy and IT security training within 30 days of hire and annually thereafter.
- Immediately report suspected or confirmed data incidents per established timelines.

Equipment & Site Compliance

- Use Government Furnished Equipment (GFE) in accordance with property control policies.
- Prohibit use of personal storage devices on government systems.
- Follow site security and access control procedures.

Required Qualifications:

- Up to three (3) years of relevant records QA/QC experience in a high-volume document environment.
- Working knowledge of ANSI/ASQ Z1.4 sampling methodology.
- Familiarity with NARA standards (36 CFR Part 1236).
- Experience using Kofax/KWIC or similar QA review platforms.
- Strong attention to detail and ability to perform repetitive review tasks with accuracy.
- Ability to work onsite in Jessup, MD.

Desired or Preferred Qualifications:

- Experience with USCIS immigration forms and Record of Proceeding (ROP) structures.
- Hands-on experience identifying image defects and color management issues.
- Prior experience handling PII/SPII in a federal environment.

Security Requirements:

- U.S. Citizenship required.
- Must meet USCIS site access and background investigation requirements.
- Employment contingent upon successful background screening and continued compliance with federal security standards.

Work Environment & Physical Requirements:

- Prolonged sitting and computer use.
- Repetitive visual document review.
- Ability to lift and move record boxes up to 25 lbs.
- Secure, controlled federal records environment.

To Apply:

Interested candidates should email their resumes to: bpineda@ccg-group.org

Additional Information:

Eligible employees may receive:

- Medical, dental, and vision insurance
- 401(k) with company contribution
- Paid time off and federal holidays
- Professional development support

Position Contingency & Start Date:

This position is contingent upon contract award and funding authorization. The anticipated contract award is expected in late March 2026.

The position is expected to begin upon contract award and successful completion of all required background investigations, site access approvals, and onboarding requirements. Employment offers, start dates, and continued employment are dependent upon successful contract award.

Nothing in this job posting or any subsequent communication shall be construed as a guarantee of employment or a contract of employment for any specific duration.