

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



BOSTON, MA

SSAI- RG1-0008

LEGAL SECRETARY

LEVEL III

Senior Service America, Inc. is recruiting for a Legal Secretary position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Boston, MA.

ROLE AND RESPONSIBILITIES:

Performs office support for legal office

- Receives incoming mail and routes to appropriate recipient, reads outgoing correspondence for procedural and grammatical accuracy, enclosures and complete addresses.
- Prepares mailing packages, including cover letters and enclosures, especially documents in support of legal filings.
- Arranges for meetings or conferences, including locations, schedule, agenda, and reservations.
- Designs, prepares, and edits spreadsheets; types documents; edits documents; and files documents. Produces word processing products, spreadsheets, power point presentations, and graphics. Incorporates information from different document types into a single document. Corrects grammar, spelling, and punctuation.
- Reviews files, records and other documents to maintain and update records and to compile and summarize information pertaining to environmental programs.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; AA/Certificate or some college; minimum of 5 years' experience in clerical/administrative environment. Organized, detail oriented, computer skills; database/data entry. Must have the ability to use Microsoft Word/Excel

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$22,880 per year (\$11.00 per hour), plus benefits including paid health insurance and generous vacation/ sick/holiday leave.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *Legal Secretary*.

Senior Service America, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.