

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



WASHINGTON, DC

SSAI-OAR_0081

Paralegal

LEVEL IV

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

ROLE AND RESPONSIBILITIES:

- Prepares orders for ALJ's signature; review and analyze case files;
- Prepare memos, drafts procedural history of case, and summary of parties arguments;
- Prepares procedural orders, and written correspondence to parties in cases pending before the ALJs;
- Conducts ex parte calls with the parties regarding settlements, financial discussions, and scheduling follow up conference calls;
- Uses computerized legal research systems including Lexis, Westlaw, and federal government websites
- Receive incoming mail, date stamp, distribute
- Prepare mailing labels for outgoing mail (USPS, Courier, Pouch, or UPS)
- Assist in answering phones, vetting inquiries to properly route, and vetting visitors

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; 5 years of paralegal experience; database knowledge; basic legal terminology; strong communication skills (oral and written), willing to accept other duties as assigned; ability to lift boxes up to 40 lbs.; team player. Windows Office Suite (MS Word, MS Excel, PowerPoint).

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$27,260 per year (\$13.25 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 *Paralegal*.