

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*.