



OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Washington, DC

SSAI-OAR-0063

Paralegal Assistant

Level III

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

The Enrollee will work directly with the compliance specialists and attorneys and provide administrative, paralegal, and program analyst support to Suspension & Debarment Division (SDD).

Role and Responsibilities:

- Coordinate with the attorneys, monitors, and compliance specialists
- Redacting sensitive information and combining files and exhibits in Adobe Acrobat Pro; searching on the System for Award Management
- Researching websites and agency files to gather information on federal grants, contracts, or other assistance awards
- Retrieving other materials (e.g., press releases, corporate websites, agency administrative records)
- Researching legal cases, precedents, statutes, regulations, preambles, and governing policy
- Assist SDD compliance specialists in conducting investigations of alleged misconduct potentially giving rise to suspension and debarment actions where EPA is acting as lead agency
- Prepare Investigation Reports or other appropriate summaries of findings to support conclusions reached, setting forth facts and issues researched and all applicable authorities.
- Analyze deliverables from Respondents on Administrative Agreements (AA) and make determinations of whether submitted material is in compliance with the AA or whether further action by SDD is necessary due to a potential breach of the AA

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; 2 years working in paralegal studies, data management. Preferred Skills –Microsoft Suite (Word/Excel/PowerPoint/Lotus Notes/Publisher/Access) Lexis Nexis, Adobe Acrobat Pro

Hours & Compensation: Full-Time position working up to 40 hours per week, \$12.50 per hour, plus benefits including generous vacation/sick/holiday leave.

To Apply: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type **Paralegal Assistant**.