



# OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

**New York, NY**

**SSAI-REG-0075**

## **Records Management Specialist**

**Level III**

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

This position is responsible for providing records management support to the overall office mission and workload of the Clean Water Division office & staff.

### **Role and Responsibilities:**

- Receiving, cataloging, filing, and maintaining technical documentation/materials
- Updating and managing a record management database.
- Establishing, developing, and maintaining tracking procedures to enable division easy access to the received, cataloged and filed technical documentation.
- Filing and tracking documentation received and generated by the Clean Water Division Section
- Administrative clerical duties (scanning, copying, filing, Share Point)

**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; HS Diploma (GED) with a minimum of 3-5 years in MS Office Suite; Outlook, Record keeping and management.

**Hours & Compensation:** Full-Time position working up to 40 hours per week, \$13.00 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 **Records Management Assistant**.