

SEE/EPA ORC Civil Investigator/Cost Recovery Coordinator, Level 4

NAPCA needs a senior 55 years of age or older (PL-98-313) to work under the Senior Environmental Employment (SEE) Program, for the U.S. Environmental Protection Agency (EPA), Region 10, Office of Regional Counsel (ORC) Superfund Unit in Seattle, WA.

Responsibilities and Duties: Provide support to the EPA Region 10 ORC Superfund Unit, particularly in the area of cost recovery and civil investigation. Duties include investigating, researching, compiling information and documentation, and/or presenting findings and analysis verbally or in writing, primarily to support determinations of liability under environmental laws administered by EPA. Monitor and assist with removal, remedial, and delinquent account cost recovery issues, including collecting and reviewing cost information, preparing information request letters, demand letters, CBI agreements, delinquent accounts, liens, and other legal correspondence and managing documents. Support staff attorneys in obtaining potential responsible party (PRP) information, property and corporate ownership information, including past ownership and activities, chain of title information, corporate structure information, assisting in interviewing former and/or current officials, and reviewing information request responses. Provide assistance with Records Management, including litigation holds, discovery requests, and FOIAs.

Qualifications and Education Requirements: Must be at least 55 years of age. Must have a college degree in cost accounting, civil investigations, and/or related field, and at least five years applicable work experience. Must be proficient in PC, Windows, MS Word, PowerPoint, and Excel, Lotus, and office machines. Must have excellent written, organizational and communication skills. Applicant will be subject to, and must pass, federal security clearance procedures.

Hours & Compensation: \$12.72 per hour / 24 to 40 hours per week. Temporary year-to-year. Holidays, vacation, sick leave, medical and dental insurance available.

To Apply: Send your resume and cover letter to Lois@napca.org by Tuesday, March 1, 2016.