



2101 L Street, NW, Suite 840,  
Washington, DC 20037  
Posted: 5 September 2019

## Staff Attorney I Full Time Position

### Position Summary:

The Veterans Consortium seeks to hire a full time Staff Attorney I to advance the cause of justice for veterans and their families, caregivers, and survivors. Duties include responsibility for all aspects of the federal Veterans Pro Bono Program case management, including reviewing requests for participation in the Veterans Pro Bono Program, determining whether eligibility criteria are met, preparing appropriate documents for placement with volunteer attorneys or rejection, and monitoring of cases to completion with the U.S. Court of Appeals for Veterans Claims (CAVC), the Federal Circuit and subsequent venues as needed. Our ideal candidate has a passion to serve veterans, can operate with considerable autonomy, wants to help our organization grow and thrive, and is production-oriented. Join our team!

At The Veterans Consortium, we believe our Veterans—our nation’s defenders—deserve the care, benefits, and compensation they were promised and the best legal services, free of charge, go meet their challenges. TVC is a leading independent, nonprofit organization that has provided *pro bono* legal representation in federal venues and complementary professional services to veterans and their loved ones or survivors since 1992. For 26 years The Veterans Consortium’s pro bono attorneys and staff have helped more than 47,000 individuals, taken on nearly 6,000 cases for deserving clients, and trained more than 4,000 *pro bono* attorneys and associated professionals for our TVC National Volunteer Corps.

### Essential Job Functions:

- Writes screening memoranda and appropriate documents recommending placement with volunteer attorneys or rejection of cases, based on thorough review of the entire case.
- Reviews decisions of the Board of Veterans’ Appeals, the Veteran’s claim file and other associated materials, as necessary, in order to make a recommendation to either deny request for services or place case with Program volunteer lawyers.
- Reviews medical records and interprets medical opinions as they apply to legal issues.
- Maintains familiarity with jurisprudence of the CAVC and higher courts of review, by reviewing all decisions of the CAVC and Veterans’ law decisions of the Federal Circuit.
- Maintains familiarity with common errors found in decisions of the Board of Veterans’ Appeals.
- Monitors and tracks placed cases at the CAVC.
- Prepares and files necessary pleadings with the CAVC seeking appropriate extensions of time when required, and resolves jurisdictional issues when necessary.
- Provides analysis at case closure and communicates with appropriate individuals on the next steps in the case or learning opportunities.
- Interfaces with VA staff attorneys as necessary.
- Provides direct representation to appellants before the CAVC as required and authorized by the Component Director and Executive Director. In direct representation, drafts pleadings, engages in settlement conferences with VA attorneys, and drafts appellate briefs and reply briefs. May participate in oral argument before the CAVC.

- Interacts with clients in a professional manner, throughout the case evaluation and placement process. Handles CAVC Helpline calls from appellants and potential appellants.
- Advises, assists, and may mentor volunteer attorneys.
- Attends authorized trainings and seminars; maintains membership in related professional associations; attends authorized trainings and seminars, and represents The Veterans Consortium at authorized professional association/society meetings and outreach events.
- Performs other duties as assigned.

### **Job Specifications:**

#### Education and Qualifications, Staff Attorney

- JD required, licensed to practice in a jurisdiction which will qualify the attorney to be admitted to the CAVC bar within six months of employment.
- Experience desired: 0 – 3 years; appellate litigation experience highly preferred.
- Veteran preferred; military personnel experience also an advantage (but not required).

#### Knowledge, Skills, and Abilities

- Ability to write cogent arguments based on thorough analysis of cases.
- Ability to compare and contrast evidence with statutory/regulatory criteria. Keen attention to detail.
- Highly effective writing skills and excellent verbal communication skills.
- Knowledge of administrative law and/or Veterans law.
- Computer literacy, including proficiency using production software programs, preferably Microsoft Word, Excel, and Powerpoint; proficient in—or easily trainable in—using case management tools (especially Access/SQL based) and a secure file transfer tool (such as Citrix ShareFile or a similar product).
- Demonstrated skills and record of high performance and sustained productivity to achieve desired results.
- Innovation and flexibility.
- Sense of humor.

### **Salary & Benefits**

Compensation is based on a competitive public interest salary scale. TVC offers medical and dental packages, a 403(b) retirement plan with employer contribution, and professional development resources and opportunities, as well as vacation days, sick leave, and all federal holidays.

**Interested candidates please send your cover letter and resume to:  
Hiring Manager, The Veterans Consortium, at [mail@vetsprobono.org](mailto:mail@vetsprobono.org)**

### **The Veterans Consortium is an Equal Opportunity Employer**

It is the policy of The Veterans Consortium that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.