



2101 L Street, NW, Suite 840
Washington, DC 20037
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Military Discharge Upgrade Staff Attorney Full Time Position

Position Summary:

The Veterans Consortium seeks to hire a full time Discharge Upgrade Staff Attorney to assist veterans who were unjustly discharged due to their mental health conditions or military sexual trauma. Duties include responsibility for completing intake calls, reviewing military records for merit, preparing legal memoranda, and providing direct representation to the veteran seeking a discharge upgrade.

By way of background, 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 over 27 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 4,700 *pro bono* attorneys and associated professionals for our TVC National Volunteer Corps.

Essential Job Functions:

- Complete intake calls and screen requests for discharge upgrade assistance;
- Review military and medical records to determine legal merit;
- Write memoranda and provide appropriate documents for pro bono attorneys;
- Maintain familiarity with discharge upgrade issues including current memoranda and directives;
- Monitor and track cases under investigative review and current docket;
- Maintain an organized filing system for cases;
- Provide direct representation to clients in discharge upgrade cases or assists with writing rebuttal briefs to medical advisory opinions;
- Interact with clients in a professional manner;
- Advise, assist, and mentor volunteer attorneys;
- Attend trainings and seminars;
- Maintain membership in selected professional associations;
- Represent The Veterans Consortium at authorized professional association/society meetings and outreach events;
- Train pro bono attorneys on discharge upgrade matters;
- Supervise paralegals and associate attorneys;
- Work closely with the Director of the Discharge Upgrade Program on all matters.

Job Specifications:

Education and Qualifications, Staff Attorney

- JD required, licensed to practice in any jurisdiction;
- Experience desired: 0 – 3 years; veterans law experience highly preferred;
- Veterans 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;
- Effective writing and verbal communication skills;
- Knowledge of administrative law and/or Veterans law;
- Computer literacy, including proficiency using production software programs, including Microsoft Word, Excel, and Powerpoint;
- Proficiency in—or aptitude for—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:

Danica Gonzalves
Discharge Upgrade Program
The Veterans Consortium
danica.gonzalves@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.