



Position Description

Position Title:	Staff Attorney
Department:	Case Evaluation & Placement Component
Location:	2101 L Street, NW, Suite 840, Washington, DC 20037
Classification (FT/PT):	Full-Time
Reports to:	Director, Case Evaluation and Placement (Litigation)
FLSA Status:	Exempt

Position Summary

Responsible for all aspects of the Pro Bono Program case management, including reviewing requests for participation in the Pro Bono Program, determining whether eligibility criteria are met, preparing appropriate documents for placement or rejection, and monitoring of cases to completion with the U.S. Court of Appeals for Veterans Claims (CAVC) and subsequent forums. Operates with considerable autonomy and is production oriented.

Essential Job Functions:

- Writes screening memoranda and appropriate documents recommending placement with volunteer attorneys or rejection of cases, based on thorough review of the case.
- Reviews decisions of the Board of Veterans' Appeals (BVA), the Veteran's claim file and other associated materials, as necessary, in order to make a recommendation to either place case with Program volunteer lawyers or deny request for services.
- Reviews medical records and interprets medical opinions as they apply to cases.
- 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 BVA.
- 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.
- Communicates with appellants during case evaluation process.
- 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 but not typically as lead counsel.
- Depending on level of experience, mentors volunteer attorneys.
 - Attends authorized trainings and seminars, and represents the Consortium at authorized professional association/society meetings and outreach events.
 - Performs other duties as assigned.

Job Specifications

Education and Qualifications

- 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.
- Appellate litigation experience preferred, but not required.
- Veteran Preferred. Military personnel experience also an advantage.

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 Prevail; proficient in use of Citrix ShareFile or similar secure file transfer tool.
- Demonstrated skills and record of high performance and sustained productivity to achieve desired results.
- Innovation and flexibility.
- Sense of humor

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to remain in a stationary position for extended periods of time and frequently communicate. The employee must be able to exchange information with others. This position requires occasional movement inside the office to access file cabinets, office machinery, etc. This position requires frequent use of a computer and other office machinery such as a copy machine, and computer printer. This position requires the incumbent to be able to occasionally reach for, lift and move office equipment, documentation and supplies. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment. During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. The employee must be able to travel up to 10 percent of time using public and/or personal transportation.

Employment At-Will Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Employment in this position is at-will and subject to termination by the employer or the employee at any time and for any reason, with or without notice. The statements in this job description do not establish a contract for employment and are subject to change at the discretion of the employer.