



Staff Attorney
FULL TIME/EXEMPT POSITION
POSTING DATE: December 19, 2022

The Veterans Consortium (TVC) seeks to hire a staff attorney to advance the cause of justice for veterans and their families, caregivers, and survivors. Duties include responsibility 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. The position will be hybrid. 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! We offer competitive compensation and benefits, commensurate with the scope of the position and a candidate's expertise and experience. The Veterans Consortium is located at 2101 L Street, NW, Suite 840, Washington, DC 20037.

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 three decades, TVC's pro bono attorneys and staff have helped more than 70,000 individuals, won nearly 6,000 cases for deserving clients, and trained more than 6,000 pro bono attorneys and associated professionals for our 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 case.
- Reviews decisions of the Board of Veterans' Appeals (BVA), the Veteran's claim file and other associated materials, as necessary, to make a recommendations 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 CAVC Practice Director and Deputy Director. In direct representation, drafts pleadings, engages in settlement conferences with VA attorneys, and drafts appellate briefs and reply briefs.
- 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 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
- Demonstrated skills and record of high performance and sustained productivity to achieve desired results
- Innovation and flexibility
- Sense of humor

Requirements of Job

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 frequently operates a computer and other office machinery such as a copy machine, fax, shredder 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. The employee can expect to work remotely at times, utilizing a Consortium provided laptop. During visits to areas of operations, the employee may be exposed to extreme cold or hot weather conditions. The employee must be able to travel up to 10% of time using public and/or personal transportation. The employee will be required to be physically present in the office at least 2 days during the work week (Monday through Friday), with the option to telework on the remaining days at the supervisor's discretion.

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.

Salary Range

- \$75,000 to \$85,000, commensurate to experience. This position is exempt.

Benefits

TVC has developed a comprehensive benefits package that invests in our staff to promote a solid work-life balance.

- Medical, dental and vision insurance with generous employer contribution
- TVC paid Life, Short-term and long-term disability insurance
- Generous paid vacation (PTO), federal holidays off and office-wide closures
- Annual cost of living salary adjustment and separate annual merit increase consideration
- “Summer Fridays” with half day Fridays and four-day holiday weekends from Memorial Day to Labor Day
- Retirement 403b Savings Plan including TVC match up to 3%
- Pre-tax commuter benefits
- Hybrid work environment that allows for working from home but establishes regular in-person office opportunities several days a week
- Free access to excellent on-site fitness center; rooftop penthouse and deck
- Great location and office environment- blocks away from all metro lines (Farragut West, Foggy Bottom, Dupont Circle (Red, Blue, Orange, Yellow, Silver Lines), numerous restaurants, day care facilities and parking garages

Interested candidates please send your cover letter, resume, writing sample of no more than ten pages, and the contact information for two references to Courtney.Smith@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.