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**CASE MANAGEMENT ATTORNEY or VETERANS LAW SPECIALIST
POSITION DESCRIPTION**

Position Title: Case Management Attorney or Veterans Law Specialist
Reports to: Deputy Director, Case Evaluation
FLSA Status: Exempt

Job Purpose

Responsible for all aspects of Program case management, to include: reviewing requests for participation in Program, determining whether eligibility criteria are met, preparing of appropriate documents for placement or rejection, and tracking of cases to completion with the U.S. Court of Appeals for Veterans Claims (CAVC).

Essential Functions

Is familiar with and maintains familiarity with jurisprudence of the CAVC and higher courts of review;

Is familiar with and maintains familiarity with common errors found in decisions of the Board of Veterans' Appeals;

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;

Prepares appropriate documents for rejection or placement of cases;

Prepares and files necessary pleadings with the U.S. Court of Appeals for Veterans Claims seeking appropriate extensions of time when required;

Interfaces with VA staff attorneys as necessary.

Work Context

Operates with significant autonomy and is production oriented.

Minimum Qualifications

Education: JD, preferred, licensed to practice in a jurisdiction which will qualify the attorney to be admitted to the US Court of Appeals for Veterans Claims bar within six months of employment. For a non-attorney practitioner, eligibility to meet the Court's rules to practice.

Experience: Experience with Administrative Law or Veterans Law. Appellate litigation experience highly preferred.

Veteran Preferred. Military personnel experience also an advantage.

Knowledge, Skills and Abilities Required

Analytical Skills: Ability to compare and contrast evidence with statutory/regulatory criteria. Keen attention to detail.

Communications Skills: Effective interpersonal and customer service skills.

Computer Skills: Proficient in Microsoft Word and Access.

Performance/Results Oriented: Demonstrated skills and track record for high performance and sustained productivity to achieve desired results.