



Veterans Compensation Benefits Associate Attorney

Classification

Salaried with bonus potential; Salary/bonus depends on experience; full time

Reports to

Veterans Compensation Benefits Department Supervising Attorney

Date

August 17, 2020

JOB DESCRIPTION

Evaluating Veteran's claims file and other medical and lay evidence, developing and executing a plan. Legal and medical research. Brief writing. Co-managing case managers that assist with evidence gathering, client contact, and brief writing.

Essential Functions

1. **Review all Rating Decisions, case plans, doctor statements, briefs.**
2. **Answer questions posed by case managers and clients.**
3. **Assist with client contact when the need arises.**
4. **Help co-manage and co-train staff that assist with your case load.**
5. **Attend VA conferences to maintain legal competency and CLE requirements.**

Competencies

1. Adaptability/Being Resilient
2. Communication
3. Integrity & Trust
4. Decision Quality
5. Organization
6. Learning on the Fly/Resourcefulness
7. Strategic Mindset/Strategic Agility
8. Independent but also team oriented

Supervisory Responsibility

This position involves no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. Since March 2020 the majority of our employees are working from home. While we prefer the attorney to eventually be in the physical office, we are open to considering an experienced attorney who works remotely.

Required Education and Experience

A license to practice law in any US state. Proof of good standing required.

Preferred Experience

Preference for 1) attorney who has experience with VA disability compensation (accredited by the Department of Veterans' Affairs also a plus); or 2) attorney who has experience with Social Security disability compensation

Signatures

This job description has been approved by all levels of management:

Manager_____

Operations Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____