



**charlotte center  
for legal advocacy**

justice lives here.

5535 Albemarle Road  
Charlotte, NC 28212  
Telephone: (704) 376-1600  
Fax: (704) 376-8627

## **Staff Attorney: Veterans Legal Service Unit**

Full-Time

### **WHO WE ARE:**

Charlotte Center for Legal Advocacy, a non-profit provider of civil legal assistance to low-income persons in the Charlotte region, seeks a Staff Attorney to represent veterans in matters before the U.S. Department of Veterans Affairs (VA), U.S. Court of Appeals for Veterans Claims (CAVC), and military discharge review boards. More information about the Advocacy Center can be found at our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

### **ROLE:**

Under direct supervision of the Unit Manager of the Veterans Legal Services Unit assists in providing comprehensive legal services, advocacy, and representation to Veterans, including helping with VA disability and discharge upgrades. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), direct representation before administrative agencies and U.S. Court of Appeals for Veterans Claims.

### **RESPONSIBILITIES:**

- Develop broad legal expertise in Veteran legal issues;
- Interview and counsel clients;
- Conduct research, review medical records, and evaluate claims based on merit;
- Draft and file briefs and complaints, as well as engage in mediation and negotiation to satisfactorily resolve clients' legal issues;
- Assist and/or represents Veterans with disability claims and appeals, VA pension claims and appeals, dependent VA benefit claims and appeals; discharge upgrades, over payment issues, and additional civil legal issues unrelated to military service;
- Work effectively as part of a team that includes attorneys, paralegals, support staff, volunteers, and interns;
- Regularly participate in clinics, workshops, and community outreach projects;
- Travel to and from community partner sites in Charlotte Metro region, i.e. VA Medical Center.

## **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Graduation from law school;
- VA accreditation and admission to practice before the CAVC required;
- Access to the Veterans Benefits Management System;
- NC Bar license, eligible for comity or to take the NC Bar exam;
- Demonstrated commitment to the underserved populations;
- Strong communication and analytical ability; and
- Strong interest in both individual and systemic advocacy, self-motivated, creative and dependable.

## **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

## **SALARY:**

This position is a full-time, salary, exempt position. The annual salary range begins at \$54,900 and may vary depending upon experience and skills. Consideration may be given to Part-time, comparable hourly rate, no paid leave or benefits.

## **REPORTS TO:**

The Staff Attorney will report directly to the Unit Manager of the Veterans Legal Service Unit.

## **BENEFITS:**

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, 12 paid holidays, and 100% employer-paid professional liability.

## **REASONABLE ACCOMMODATION:**

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Julia Lanham at [julia.lanham@charlottelegaladvocacy.org](mailto:julia.lanham@charlottelegaladvocacy.org).

## **EQUAL OPPORTUNITY EMPLOYER:**

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**APPLY:**

Applicants should send a resume and cover letter to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.