

**Tennessee Department of Veterans Services**

**Class Title: Veterans Paralegal Assistance Counselor**

**Salary Grade: 030**

**Monthly Salary: Starting at \$3205.00**

**Location: Tennessee Department of Veterans Services  
Appeals Division  
Estes Kefauver Federal Building  
110 9<sup>th</sup> Avenue South, Room C-166  
Nashville, Tennessee**

**Summary:**

Under the general direction of the Attorney 3 of the Tennessee Department of Veterans Services, the Veterans Paralegal Assistance Counselor is responsible for assisting claimants in the preparation, presentation and prosecution of appeals for U.S. Department of Veterans Affairs benefits. Specifically, the Veterans Paralegal Assistance Counselor performs specialized work of complex difficulty in the prosecution of appeals following a denial of U.S. Department of Veterans Affairs benefits. Performance of these duties requires frequent interaction with veterans, dependents and survivors as well as U.S. Department of Veterans Affairs employees. Professional staff administrative work in support of the Appeals Division's operations and performance of related work is also required.

**Principal Duties and Responsibilities:**

1. Prosecute appeals related to claims for U.S. Department of Veterans Affairs benefits and act as an advocate in representing the claimant during an administrative appellate process before the U.S. Department of Veterans Affairs and specifically the Board of Veterans' Appeals.
2. Review assigned appeals submitted by the claimant to determine if the appeal is valid and to ascertain if additional evidence is required to support the appeal.
3. Review complex medical records, Notice of Disagreements, VA Form 9s, and other pertinent records prior to completing a Statement of Accredited Representative in Appealed Case (VA Form 646). The VA Form 646 provides the claimant's representative an opportunity to provide written argument in support of the claimant's appeal.
4. Research and maintain a familiarity with eligibility for federal and state benefits available for veterans, dependents and survivors and maintain a working knowledge of Title 38 of the Code of Federal Regulations, Title 38 of the United States Code, and VA's Adjudication Procedures Manual (M21-1).
5. Counsel claimants, using considerable judgment, on eligibility for federal and state benefits, and offer counsel on the course of action most advantageous to the claimant in seeking benefits.

6. Represent claimants at all hearings before the U.S. Department of Veterans Affairs Board of Veterans Appeals. As such, there will be regular contact with the general public and VA personnel, including Veterans Law Judges.
7. Utilize a variety of computer and web-based tools including but not limited to Microsoft Office programs, the VetraSpec Claims Management System and U.S. Department of Veterans Affairs systems, including MAP-D, Virtual VA, Share, Veterans Benefits Management System (VBMS) and Veteran Appeals Control and Locator System (VACOLS) in order to effectively and efficiently perform job duties and responsibilities.

**Minimum Qualifications:**

**Educations and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of increasingly responsible full-time professional experience.

**Preferred Education and Experience:** Graduation from an accredited law school with a J.D. or L.L.M. Admitted to practice law in the State of Tennessee.

**Necessary Special Qualifications:** Applicants must:

1. Be a citizen of the United States.
2. Must be able to obtain and maintain a Personal Identify Verification Card (PIV) issued by the U.S. Department of Veterans Affairs, which requires the successful recording of a Special Agreement Check (SAC or 10 fingerprint check) and National Agency Check with Written Inquiries (NACI) or higher background investigation with U.S. Office of Personnel Management.
3. Be accredited by the U.S. Department of Veteran Affairs within 6 months of employment.
4. Possess a valid motor vehicle operator's license at the time of appointment.

**Examination Method:** This is an Executive Service position and the examination is determined by the Department Commissioner.

Interested candidates should submit a resume and cover letter in PDF format by email to:

Michael J. Rogers, Attorney 3, Appeals  
Tennessee Department of Veterans Services, Appeals Division  
110 9<sup>th</sup> Avenue South, Room C-166  
Nashville, Tennessee 37243  
[Michael.Rogers.Jr@TN.gov](mailto:Michael.Rogers.Jr@TN.gov)

Please use the above email as a point of contact if you have additional questions regarding the position. The position will remain posted until January 19, 2016.

The State of Tennessee is an Equal Opportunity Employer