

State of Georgia Job Description

Job Family: Legal
Job Code: LEP062
Job Title: Vets Sr Claims & Appeals Ofc
Functional Level: Professional (PRO)
Pay Plan: Statewide Salary Plan (SWD)
Grade: L
Salary Range: \$50,982.94 - \$66,351.55 - \$81,720.15

Job Summary:

Under minimal supervision, the Sr Veterans Claims and Appeals Officer represents veterans, dependents, and survivors during the VA benefits appeals process. This position is considered the deputy to the Claims & appeals office supervisor who oversees all work for this department. The Sr Veterans Claims and Appeals Officer is a specialized position which advocates for claimants whose initial applications for VA benefits have been denied or under-awarded, ensuring that every appellant receives a fair and thorough review. The role requires expert knowledge of VA law and regulations, appellate procedures, and familiarity with medical evidence, military service records, and case law impacting veteran's claims. Sr Veterans Claims and Appeals Officer is responsible for managing and presenting appeals at various stages of the U.S. Department of Veterans Affairs adjudication process, including reviews by the Veterans Benefits Administration (VBA), Board of Veterans' Appeals (BVA), and potentially higher-level courts or administrative panels. Duties include reviewing denied claims, analyzing case files, gathering and interpreting supporting documentation (e.g., service records, medical evidence), and preparing legal arguments to support the veteran's position. The officer will draft formal written briefs, represent clients during virtual and in-person hearings, and provide guidance on the appeals timeline and procedural requirements. This role also involves staying current on changes to VA laws, Title 38 of the U.S. Code, relevant precedent decisions, and emerging issues in veteran's law. The Appeals Officer will collaborate closely with attorneys, medical professionals, and federal and state agency representatives to develop compelling appeals on behalf of clients. Outreach and training support may also be provided to other Veteran Service Officers and the general public regarding appeals rights and best practices.

Primary Duties & Responsibilities:

- Advises and assists clients in appellate actions
- Assists senior Claims & Appeals Officers with appellate action
- Interviews & counsels clients concerning all veterans benefit entitlement programs.
- Maintains knowledge of trends and changes in laws and provides expertise to the department.
- Supervises and assists subordinate Claims & Appeals Officers develop and complete claims and appeals.
- Coordinates with external agencies.
- May supervise subordinates.

Entry Qualifications:

Bachelor's degree from an accredited college or university and two (2) years of professional job-related experience. Military veteran status or extensive professional experience working with military or veteran populations. Knowledge of VA regulations and benefits processes. Strong understanding of medical conditions related to military service. Ability and the patience to read, review, analyze and research a veterans entire file combined with critical thinking and problem solving. Requires the collaboration with various agencies and individuals (VA partners and other VSO organizations, etc.) regarding the proper interpretation and application of the 38 CFR. The appeals position requires the individual to learn and adhere to proper Board practices and

professional procedures. Excellent organizational and interpersonal communication skills. Proficiency in Microsoft Office and electronic case management systems. Ability to work independently and manage a caseload effectively.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.