



ATTENTION: MILITARY SPOUSES



Veterans Benefits Administration is Hiring Legal Administrative Specialist

GS-0901-5/7/9

Salary Range: *\$31,083 – \$61,227

**reflects base salary; total salary dependent upon selection and location*

The Legal Administrative Specialist (LAS) is an entry level position that is 100% remote. The LAS provides information and comprehensive assistance to veterans with their dependents and beneficiaries concerning any matter within the scope of VA benefits and related non-VA benefits.

[For more information - watch this video!](#)

Position offers
competitive package

- ❖ 100% remote work
- ❖ Paid leave
- ❖ Great retirement plans
- ❖ Affordable health care
- ❖ And more...

Wednesday, 10/5/22
10:00 AM – 3:00 PM



Spouse Employment Center
5662 Screaming Eagle Blvd
USAG Ft. Campbell, KY






Click [HERE](#) to Pre-Register

Onsite Interview Requirements

Applicants should arrive with the following documents:

Resumes & References	<ul style="list-style-type: none"> • Printed • Contact information for three (3) references
Veterans	<ul style="list-style-type: none"> • DD214 • VA disability rating letter
Military Spouse Documentation	<ul style="list-style-type: none"> • SF15 • Marriage certificate • Copy of service-member's orders • DD-214, if applicable • VA disability rating letter, if applicable • Documentation of deceased service-member's service-connected death, and statement validating widow/widower is unmarried, if applicable

Following activities should be completed *prior to arrival*:

<u>Applicant action</u>	<u>Documents needed</u>	<u>QR code/website</u>
Apply for vacancy via USAJOBS (access QR code for help) 	<ul style="list-style-type: none"> • USAJOBS login username and password 	  Visit website here
Information needed for background investigation <ul style="list-style-type: none"> • Employment information (last 5 yrs) • People (3) who know you (names, addresses, contact information) 	<ul style="list-style-type: none"> • Selective Service Record • Citizenship information • Complete residential address for places lived since July 2017 • School addresses (last 5 yrs) 	 
Completed SF85 https://www.opm.gov/forms/pdf_fill/sf85.pdf	<ul style="list-style-type: none"> • Two valid, unexpired forms of ID 	