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 | • Printed  
|                      | • Contact information for three (3) references  
| Veterans            | • DD214  
|                    | • VA disability rating letter  
| Military Spouse Documentation | • 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:**

<table>
<thead>
<tr>
<th>Applicant action</th>
<th>Documents needed</th>
<th>QR code/website</th>
</tr>
</thead>
</table>
| **Apply for vacancy via USAJOBS**  
( access QR code for help) | • USAJOBS login username and password | ![QR code](https://via.placeholder.com/50x50) |
| **Information needed for background investigation**  
• Employment information (last 5 yrs)  
• People (3) who know you (names, addresses, contact information) | • Selective Service Record  
• Citizenship information  
• Complete residential address for places lived since July 2017  
• School addresses (last 5 yrs) | ![QR code](https://via.placeholder.com/50x50) |
| **Completed SF85**  
https://www.opm.gov/forms/pdf_fill/sf85.pdf | • Two valid, unexpired forms of ID | ![QR code](https://via.placeholder.com/50x50) |