



## **VECRA is seeking a Full-Time**

### **Administrative Lawyer**

**VECRA, Inc. seeks an Administrative Lawyer to advise clients on compliance with administrative regulations and to provide legal, social, and health services counsel to immigrants and US allies.**

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), and a minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative healthcare consulting services, interpretation & translation, facilities management, program management and staffing support services are always:

**Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **Job Description**

The Administrative Lawyer will advise clients on compliance with administrative regulations, represent them in administrative proceedings, and advocate for their interests before administrative agencies and courts.

#### **ROLES and RESPONSIBILITIES**

- Provide legal advice and guidance to clients on compliance with administrative laws, regulations, and procedures applicable to their industries or activities.
- Assist clients in navigating regulatory requirements, obtaining permits and licenses, and addressing compliance issues with government agencies.
- Represent clients in administrative hearings, investigations, and enforcement actions initiated by government agencies, advocating for their interests and defending against allegations of non-compliance.



- Participate in rulemaking processes by drafting comments, petitions, and testimony on behalf of clients to influence the development of administrative regulations and policies.
- Appeal adverse agency decisions to higher administrative bodies or seek judicial review in courts to challenge agency actions that are arbitrary, capricious, or contrary to law.
- Draft, review, and negotiate contracts, agreements, and other legal documents involving government agencies, contractors, and third parties.
- Provide litigation support to trial attorneys in cases involving administrative law issues, including discovery, legal research, motion practice, and trial preparation.
- Conduct training sessions, workshops, and seminars for clients and colleagues to educate them about administrative law developments, compliance strategies, and best practices.

#### **QUALIFICATIONS and REQUIRED SKILLS:**

- Admission to the bar in at least one state in the US.
- 5-7 years of experience handling administrative law matters, preferably focusing on regulatory compliance, administrative proceedings, and government contracts.
- Thorough understanding of administrative law principles, including the Administrative Procedure Act (APA), agency rulemaking and adjudication processes, and judicial review of agency actions.
- Proficiency in conducting legal research, analyzing statutes and regulations, and drafting persuasive legal documents, such as briefs, memoranda, and comments.
- Clear and effective verbal and written communication skills to interact with clients, government officials, administrative law judges, and other stakeholders.
- Strong analytical and problem-solving skills to assess complex legal issues, identify risks and opportunities, and develop strategic solutions for clients.
- Ability to negotiate effectively with government agencies, represent clients in administrative hearings and advocate for their interests in administrative proceedings.
- Keen attention to detail and accuracy in reviewing regulations, drafting legal documents, and analyzing factual and legal issues in administrative cases.



## EDUCATION

- A Juris Doctor (JD) law degree from an accredited institution

## OTHER

- **Work Hours:** 8:00am – 6pm, hours may vary based on client needs
- **Req Type:** Varies
- **Salary:** Determined based on experience and education
- **Location:** Nationwide
- **Travel:** Yes, Travel may be required.

## BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

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VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [HumanResources@vecrainc.com](mailto:HumanResources@vecrainc.com) with **Subject Line:** Administrative Lawyer