

TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT

ANNOUNCEMENT #: FY19 HQ-04

**NEW YORK AIR NATIONAL GUARD
JFHQ/MNAF
330 OLD NISKAYUNA RD, LATHAM, NY 12110**

OPEN DATE: 17 JULY 2019

CLOSING DATE: UNTIL FILLED

**UNIT: JFHQ-NY
330 OLD NISKAYUNA RD, LATHAM, NY 12110**

AFSC: 5J0X1

POSITION TITLE: Paralegal (2 positions)

MIN GRADE: TSgt promotable to MSgt or MSgt

SPECIALTY SUMMARY

Manages and performs legal functions within statutory guidelines and the Air Force Rules of Professional Conduct. Under the supervision of an attorney, performs paralegal tasks including, but not limited to, legal research, writing, analysis interviewing and discovery management in the areas of administrative law, military justice, operational law, claims, and office management. Supervises the administration of legal services and court-reporting. Related DoD Occupational Subgroup: 151200.

DUTIES AND RESPONSIBILITIES

2.1 Plans, organizes, and directs legal services personnel in the areas of administrative law, military justice, operational law, claims and office management. Establishes standards and evaluates completed actions to determine accuracy, content, and compliance with governing directives and statutes. Prepares written communications, processes correspondence and maintains suspense files. Compiles inputs, updates, retrieves, and interprets statistical data; prepares and presents statistical reports on legal activities in various forums. Creates graphic presentations. Conducts legal research by reviewing and analyzing available precedents and makes final legal recommendations for the Staff Judge Advocate (SJA) or other senior attorney. Maintains, stages and disposes of official records.

2.2 Performs other duties as listed in the AFECD dated 30 April 2019.

SPECIALTY QUALIFICATIONS

3.1. Knowledge. Knowledge is mandatory of: keyboard and computer operation; UCMJ and MCM; preparing and processing claims; English grammar and composition; math; functional organization of a military legal office; interviewing techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research and utilization of legal publications and reference files; administrative law matters; Air Force organization and administration; and office management.

3.2. Education. For entry into this specialty, completion of high school is required-confirmed graduation from an Associate or higher program as documented in the Military Personnel Data System will suffice in lieu of high school diploma or GED. Completion of college level courses in English comprehension, math, and computers is desirable.

3.3. Training. The following formal training is mandatory for award of the AFSC indicated: 3.3.1. 5J031. Completion of the Paralegal Apprentice Course.

3.3.2. 5J071. Completion of the Paralegal Craftsman Course.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1 5J051. Qualification in and possession of AFSC 5J031. Also, experience in general office management, administrative law, operational law and preparing and processing courts-martial and other military justice actions and processing claims for and against the United States Government.

3.4.2. 5J071. Qualification in and possession of AFSC 5J051. Also, experience in general office management, experience supervising, performing and training paralegal duties such as processing claims, military justice actions, administrative law, contract law, environmental law, and operational law.

3.4.3. 5J091. Qualification in and possession of AFSC 5J071. Also, experience in office management and managing paralegals in duties such as processing cases in military justice, claims, administrative law, contract law, and environmental law and operational law.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this AFSC: 3.5.1.1. Must complete 10 duty-day observation period with the local legal office and have a memorandum/recommendation from Staff Judge Advocate and Wing Law Office Superintendent, summarizing assessment activities and forwarded to the MAJCOM Paralegal Functional Manager and/or Career Field Manager (retraining only).

3.5.1.2. See attachment 4 for additional entry requirements.

3.5.1.3. No non-judicial punishment under the provisions of Article 15, UCMJ in the previous 6years. 3.5.2. For entry, award and retention of this AFSC:

3.5.2.1. Ability to communicate effectively in writing.

3.5.2.2. Ability to keyboard at a minimum rate of 25 words per minute (WPM).

3.5.2.3. Ability to speak clearly and distinctly.

3.5.2.4. No significant record of emotional instability, personality disorder, or other unresolved mental health concerns that may result in the impairment of the paralegal duty function, or risk to the mission.

3.5.2.5. No record of substance abuse, domestic violence, or child abuse.

3.5.2.6. No convictions by courts-martial.

3.5.2.7. No convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, Regular Air Force and Special Category Accessions.

3.5.2.8. No non-judicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) based on sexual assault, sexual harassment, physical abuse or unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships.

3.5.2.9. No non-judicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) reflecting a lack of integrity, for violating ethical standards and/or professional responsibilities as defined in AFI 51-110, Professional Responsibility Program.

3.5.2.10. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.11. Specialty may require routine access to Secret material or similar environment (a current National Agency Check, Local Agency Checks and Credit [NACLIC] according to AFI 31-501, Personnel Security Program Management.)

INTERVIEW

All qualified Candidates will be notified of a time and date to meet an Interview Board.

APPLICATION PROCEDURES

Applicants will prepare and forward a Resume, vMPF records review RIP, most current Physical Fitness Evaluation Report (if applicable).

Application must be received no later than the closing date of this vacancy announcement.

E-MAIL APPLICATION TO

FREDERICK.J.STOQUERT.MIL@MAIL.MIL

For questions regarding the job and details on position requirements please contact MSgt Rick Stoquert at 518-786-4404 or at Frederick.J.Stoquert.mil@mail.mil

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