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| **TRADITIONAL GUARD VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD**107th Attack Wing9910 Blewett AveNiagara Falls, NY 14103 | **ANNOUNCEMENT#:** | **NF 24-06** |
| **OPENING DATE:** | 9 December 2023 |
| **CLOSING DATE:** | 21 January 2024 |
| **UNIT:** 107th Attack Wing | **AFSC: 5J071** |
| **MAX AVAILABLE GRADE:** Min Grade: E-6Max Grade: E-7 | **AREA OF CONSIDERATION:** **STATEWWIDE:**All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG. |
| **POSITION TITLE:** Paralegal |
| SPECIALTY SUMMARY: (As outlined in AFI 36-2101 and AF Enlisted Classification Directory)Manage and perform substantive and procedural legal work as authorized by law, which work, in the absence of the paralegal, would be performed by an attorney, in compliance with American Bar Association (ABA) Model Rules of Professional Conduct, Air Force Instruction 51-110, Professional Responsibility Program and Air Force Instruction 51-101, The Air Force Judge Advocate General’s Corps (AFJAGC) Operations, Accessions and Professional Development. Paralegals provide legal services for commanders, service members and other eligible beneficiaries as authorized by congress and policy; conduct legal research, analysis, and writing; perform leadership and technical functions in the military justice, civil law, operational and international law domains to include review of legal memoranda or other legal instruments; assist attorneys with trial, defense and/or victim advocacy as directed; prepare, review, and maintain legal documents, including but not limited to powers of attorney, wills and notaries; communicate professionally with all personnel to include government agencies or officials and senior leaders. Related DoD Occupational Subgroup: 151200. |
| **MINIMUM QUALIFICATIONS**: Must meet the minimum requirements as outlined in AFI 36-2005 and ANGI 36-2005. |
| **SPECIALTY QUALIFICATIONS (IAW AFECD dated 30 April 2022 v3):****KNOWLEDGE:**3.1. Knowledge. Mandatory of keyboard and computer operation; UCMJ, MCM, and applicable Air Force Instructions and other governing directives. English grammar and composition; math; functional organization of a military legal office; interview techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research, writing, and utilization of legal publications and reference files; civil law matters to include claims processing; 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 human resources is desirable. Familiarization with computer programs such as Microsoft Word, Excel and PowerPoint is recommended. **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 human resources is desirable. Familiarization with computer programs such as Microsoft Word, Excel and PowerPoint is recommended..**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. General office organization, operational and international law, civil law to include processing claims filed for and against the United States government, and processing courts-martial and other military justice actions with accuracy and efficiency. 3.4.2. 5J071. Qualification in and possession of AFSC 5J051. General office management, supervision and training, operational and international law, civil law to include processing claims filed for and against the United States government, executing and managing paralegal duties such as processing military justice actions with accuracy and efficiency. 3.4.3. 5J091. Qualification in and possession of AFSC 5J071. Multi-office management and oversight of paralegals in duties such as operational and international law, civil law to include processing claims filed for and against the United States government, and processing cases in military justice with accuracy and efficiency..**OTHER:** The following are mandatory as indicated: 3.5.1. For entry into this AFSC: 3.5.1.1. Pre-accession. The applicant must be interviewed by the legal office Superintendent at Air Force Recruiting Service (AFRS) or another Law Office Superintendent (LOS) designated by the Career Field Manager (CFM) or Senior Paralegal Manager (SPM). 3.5.1.2. Post-accession Certification by the AFRS Staff Judge Advocate and Law Office Superintendent/NCOIC Legal Office that the individual has been interviewed and is acceptable for entry and approved by the CFM or SPM. 3.5.1.3. Active Duty retraining only. Must complete 10 duty-day observation period with the wing legal office and have a memorandum/recommendation signed by the Wing Staff Judge Advocate and Law Office Superintendent/NCOIC Legal Office summarizing assessment activities forwarded to the MAJCOM Paralegal Functional Manager. Note: MAJCOM Paralegal Functional Managers may waive the 10 duty-day observation period for cause (in writing). 3.5.1.4. Certification by the Wing Staff Judge Advocate and Law Office Superintendent/NCOIC Legal Office that the individual has been interviewed and is acceptable for entry and recommended for acceptance by the MAJCOM Paralegal Functional Manager or CFM (in certain circumstances). 3.5.1.5. See attachment 4 for additional entry requirements. 3.5.1.6. No non-judicial punishment under the provisions of Article 15, UCMJ in the previous 6 years. 3.5.2. For entry, award and retention of this AFSC: 3.5.2.1. Ability to communicate effectively orally and in writing. 3.5.2.2. Ability to keyboard at a minimum rate of 25 words per minute. 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, Enlisted 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 and Air Force Instruction 51-101, The Air Force Judge Advocate General’s Corps Operations, Accessions and Professional Development. 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 Tier 3 (T3) information, systems or similar classified environments (a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program, NOTE: Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405. 3.6.  |
| **DUTIES AND RESPONSIBILITIES**:2.1. Plan, organize, and direct legal services personnel in the areas of military justice, civil law, operational and international law, and office management; establish standards and evaluate completed actions to determine accuracy, content, and compliance with governing directives, instructions, and statutes; prepare written communications, process correspondence and maintain suspense files; compile, input, update, retrieve, and interpret statistical data; prepare and present statistical reports on legal activities in various forums; create graphic presentations; conduct legal research by reviewing and analyzing available precedents; prepare legal reviews and memoranda and make final legal recommendations for the Staff Judge Advocate (SJA) or other senior attorney; maintain, stage, and dispose of official records; perform self-inspections and correct deficiencies; develop and maintain legal assistance materials and resources for clients; prepare for and participate in Inspector General and Article 6, UCMJ inspections; maintain confidentiality, protect personally identifiable and classified material in accordance with applicable guidance 2.2. Military Justice. Under the supervision of an attorney, provide administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) matters, to include other administrative actions according to applicable laws and instructions, the Manual for Courts-martial (MCM) and other guidance whether part of the government, defense or victim teams; examine preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender; assist commanders and first sergeants with determining appropriate forum for disciplinary actions; perform legal research and draft charges and specifications for courts-martial and Article 15 actions; prepare, process, and secure all documentation/evidence required for courts-martial and Article 15 actions from investigation through final action; assist attorneys with investigating leads, conducting witness/victim interviews, to include witness/victim care and travel, reviewing case status, and developing case strategy; examine all actions and records of legal proceedings to ensure accuracy and completeness prior to review by commanders and final processing; review and assemble transcripts of legal proceedings; use the Automated Military Justice Analysis and Management System (AMJAMS) and detailed checklists to accurately capture case details, monitor case progress, analyze military justice programs and prepare status of discipline presentations for commanders; process administrative separation actions in accordance with applicable laws, instructions and other guidance; perform legal research and prepare legal reviews for decision making authorities; use the Web-based Administrative Separation Program (WASP) to track and provide reportson the administrative separations of enlisted Air Force members. 2.3. Civil Law. Under the supervision of an attorney, provide legal support in ethics, standards of conduct, environmental, labor and employment, claims, contract law and other areas under the civil law domain; perform research and draft legal reviews and briefs as needed; process line of duty determinations, report of survey investigations and off-duty employment requests; interview clients and determine eligibility for legal assistance; consult clients to obtain facts, background information, and data to determine conflict and/or appropriate assistance or referral to other agencies; prepare documents such as powers of attorney, wills, promissory notes, deeds and bills of sale; function as notary public under federal law (Title 10 USC); use the Web-based Legal Information Online System (WebLIONS) and Legal Assistance Website to manage legal assistance appointments, prepare documents and generate reports; receive, examine, adjudicate, process, and settle claims filed for and against the United States Government pursuant to Air Force publications, applicable laws, and international agreements with foreign governments; evaluate basic claims and related documents to ensure compliance with time limits, jurisdiction and liability; consult with claimants on sufficiency and legality of claims covering matters such as death, personal injury, and property loss or damage; conduct claims investigations and interview witnesses to make preliminary determination of liability and extent of damages; settle claims within settlement authority or make recommendations on settlement; prepare claims to forward to appropriate activity or echelon; use the Web-based Armed Forces Claims Information Management System (WebAFCIMS) for claims adjudication and program management. 2.4. Operational and International Law. Under the supervision of an attorney, assist commanders to ensure AF personnel are familiar with their Law of War obligations and are able to fulfill current training requirements with the DoD Law of War Program in accordance with governing directives and statutes; monitor the reporting, investigation, and processing of any record of alleged law of war violation involving Air Force personnel; ensure the timely review, processing, and filing of legal reviews involving weapons and weapons systems; assist the Air Force Foreign Claims Division and the Air Force Legal Operations Agency's Aviation Branch when required with coordinating Status of Forces Agreement requirements with the Department of State and other Federal agencies for foreign claims processing or investigation personnel involved with an aircraft or ground safety investigation outside the United States; track criminal incidents occurring outside the United States involving US personnel (including service members, dependents, US civilians, and contractors) arrested, tried or imprisoned by another nation's criminal system; track criminal actions within the United States in State or Federal courts, involving foreign military members stationed within the United States; assist in the production of evidence or witnesses before the court and ensure pertinent information involving the alleged criminal charges is updated in the Foreign Criminal Jurisdiction database for higher headquarters visibility; track requests to negotiate, conclude and process all international agreements that fall under their organization; ensure all proposed international agreements are properly coordinated with appropriate agencies and reported in a timely manner as required by Federal law; serve as emergency preparedness coordinator for legal personnel participating in the AF Crisis Action Team and Continuity of Government programs; review NATO and other Allied publications, Air Force and Joint Doctrine documents for legal sufficiency; assemble, coordinate and provide information at the appropriate level to assist the Judge Advocate General's Article, UCMJ inspection program.2.5. Manage resources.2.5.1. Personnel. Identify requirements, develop position descriptions and assign workload; professionally develop, train and mentor junior officers, enlisted and civilian personnel; monitor performance feedback and reporting; manage attached reserve component requirements and training; manage quarterly, annual, functional, and other award and recognition programs. 2.5.2. Fiscal. Assess program priorities and fiscal support capabilities; identify resource requirements, ascertain appropriate funding sources, submit, review and coordinate budget execution, implement adjustments and conduct follow-up; allocate resources and administer fiscal internal controls. 2.5.3. Facilities. Assess and process requests for facility maintenance, modification and new construction to meet requirements; develop and coordinate self-help projects; schedule and evaluate facility usage and maintenance.  |
| **SPECIALTY QUALIFICATIONS:** Applicants must be fully vaccinated by date of onboarding per NYANG Mandatory COVID – Vaccination Policy dated 16 October 2021 unless a religious or medical exemption is pending review/approval. Proof of vaccination status must be submitted if not in the military component system of record by date of onboarding/hire date |
| **APPLICATION PROCEDURES: All** applicants will prepare and forward the following no later than close of business on closing date either by email:* Biography
* Official Military Photo
* A recent vMPF records review RIP
* Last 2 Physical Fitness Evaluation Report.
* Proof of typing speed 24 wpm or more
* Two letters of recommendation

**SELECTION BOARD**A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear. **Selecting Official**: Maj James Mansour**EMAIL APPLICATIONS PACKAGES TO THE FOLLOWING:****EMAIL:** Michael.Owczarczak@us.af.mil**EMAIL:** stasha.peritore.1@us.af.mil **SUBJECT: NF** 24-06, Paralegal Position |