

ENLISTED DSG VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD
JOINT FORCES HEADQUARTERS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514**

ANNOUNCEMENT #: FY 24-HQ-025

POSTING DATE: 30 May 24

CLOSING DATE: UNTIL FILLED

UNIT: Joint Forces Headquarters

AFSC: 5J071

POSITION TITLE:
PARALEGAL
One position (5J071) MSgt E-7

AREA OF CONSIDERATION:
Nationwide, this is a traditional enlisted vacancy.

SPECIALTY SUMMARY

(As outlined in AFOCD)

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.

QUALIFICATIONS AND SELECTION FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender or national origin. Applications are subject to review by the FSS and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in AFI 36-2005.

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..

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.

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.

. 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)..

DUTIES AND RESPONSIBILITIES:

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..

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 reports on the administrative separations of enlisted Air Force members.

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

APPLICATION SUBMISSION:

Please email all applications to: SMSgt Kristine Baker

kristine.baker.1@us.af.mil

*Packages will **NOT** be accepted if they are not in one PDF portfolio with all required documents prior to submission*