

***Paralegal
(Traditional Position)***

AFSC 5J0X1

******CLOSEOUT DATE: 19 SEP 2011******

AUTHORIZED GRADE: MIN: SSGT (E-5) – MAX: MSGT (E-7)

Location: 166th Airlift Wing, New Castle County Airport, New Castle, DE.

Position is open to SSgt's through MSgt's.

SPECIALTY SUMMARY:

- Manages and performs legal functions not prohibited by statute and the Lawyers' Manual on Professional Conduct. Performs paraprofessional and legal research functions under the supervision of a judge advocate in connection with civil law, military justice, and claims activities. Provides administrative support. Supervises administration of legal services and court-reporting activities.

DUTIES:

- Plans, organizes, and directs legal services personnel in the areas of military justice, general law which incorporates claims, civil law and claims, court reporting and general 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. Maintains functional and law libraries, conducts periodic inventories and accounts for new and obsolete law publications. Inputs and retrieves statistical data; prepares periodic statistical reports on legal activities utilizing personal computer software. Searches files and legal references for precedents and opinions, and extracts requested material. Develops graphic presentations. Maintains, stages and disposes of official records. Develops self-inspection checklists and performs self-assessments. Develops and maintains client materials, professional information resources and web-based publicity. Facilitates protocol support and manages special projects and programs pertaining to distinguished visitors.

- Provides administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15) and judicial matters according to applicable laws and instructions, and the Manual for Courts-martial (MCM). Examines preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender. Through examination, assists commanders and first sergeants with determining appropriate forum for disciplinary actions. Performs legal research and drafts charges and specifications for courts-martial and Article 15 actions. Prepares and processes all documentation required for courts-martial and Article 15 actions from investigation through final action. Acts as a trial member, assisting attorneys with appropriate investigations, conducting witness interviews, reviewing case status, and discussing major points of interest to develop case strategy. Examines all actions and records of legal proceedings to ensure accuracy, correctness, and completion prior to review by commanders and final processing. Records and produces verbatim transcripts of courts-martial, hearings, boards, depositions, and conferences. Uses the Automated Military Justice Analysis and Management System (AMJAMS) to monitor case progress and to analyze military justice programs for commanders.
- Receives, examines, adjudicates, processes, and settles claims filed for and against the United States Government pursuant to Air Force publications, applicable laws, and international agreements with foreign governments. Reviews basic claims and related documents to ensure compliance with time limits, jurisdiction and liability. Consults with claimants on sufficiency and legality of claims covering matters such as death, personal injury, and property loss or damage. Conducts claims investigations and interviews witnesses to make preliminary determination of liability and extent of damages and either settles claims within settlement authority or makes recommendations on settlement. Performs legal research as necessary. Prepares claims for forwarding to appropriate activity or echelon. Uses the Armed Forces Claims Information Management System (AFCIMS) for claims adjudication and program management.
- Interviews clients and determines eligibility for legal assistance. Under attorney's supervision, consults with eligible recipients to obtain facts, background information, and data to determine appropriate assistance or referral to other agencies. Prepares documents such as powers of attorney, wills, promissory notes, deeds and bills of sale. Functions as notary public under Title 10 USC. Processes administrative separation actions, line of duty determinations, report of survey investigations, and draft legal reviews and briefs as needed. Performs duties as a paralegal in Magistrate Court. In a deployed or contingency environment, performs duties in the international, operational, and fiscal law arenas to include conducting Law of Armed Conflict (LOAC) training, evaluating compliance with LOAC, and determining wartime Rules of Engagement. Uses Web-based Legal Information Online System (WebLIONS) for managing legal assistance appointments, preparing documents, and generating the Annual Report of Legal Assistance.

- Performs duties as needed in the ethics/standards of conduct, environmental, labor and employment, contract, international, operational, and fiscal law arenas. Drafts legal reviews and briefs as needed. Processes administrative separation actions, line of duty determinations, report of survey investigations, off-duty employment requests. Manages Magistrate Court Program and assists with representing USAF in proceedings. Conducts Law of Armed Conflict (LOAC) training, performs duties evaluating compliance with LOAC, and determining Rules of Engagement.
- Manpower, personnel and volunteer programs. Identifies manpower requirements, develops position descriptions and assigns workloads. Manages attached reserve component personnel requirements and training. Manages training, involvement and recognition of officer, enlisted and volunteer personnel.
- Fiscal. Assesses program priorities and fiscal support capabilities—identifies resource requirements, ascertains appropriate funding sources, submits budgets, reviews and coordinates budget execution, implements adjustments and conducts follow-up. Allocates resources and administers fiscal internal controls.
- Facilities. Assesses and processes requests for facility maintenance, modification and new construction to meet requirements. Develops and coordinates self-help projects. Schedules and evaluates facility usage and maintenance.

Mandatory Qualifications:

- Experience. The following experience is mandatory for award of the AFSC indicated:
- 5J051. Qualification in and possession of AFSC 5J031. Also, experience in general office management, operational law and preparing and processing courts-martial and other military justice actions or claims for and against the United States Government.
- 5J071. Qualification in and possession of AFSC 5J051. Also, experience supervising and performing paralegal paraprofessional duties such as processing claims, military justice actions, civil law, contract law, environmental law, and operational law.
- The following are mandatory as indicated:
- For entry into this specialty:
- Ability to communicate effectively in writing.
- No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ; or 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.
- Ability to speak clearly and distinctly.
- Certification by the Wing Law Office Superintendent that the individual has been interviewed, is acceptable for entry and recommendation for acceptance by MAJCOM Paralegal Functional Manager and/or CFM.
- General Score of 51 on the ASVAB
- For award and retention of this AFSC:

- Must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.
- 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.)

Education:

- 3.2. Education. For entry into this specialty, completion of high school, and 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.

Application Procedures:

The following mandatory items must be included in the application package:

- *Resume*
- *Current AFFMS Fitness Score*
- *vMPF Record of Individual Personnel (RIP)*
- *Letter from Medical Group stating the applicant has a profile of 1 and current Dental Exam.*

Application packages must be forwarded to:

*166 FSS/FSO (ATTN: Maj Howard)
2600 Spruance Drive, Corporate Commons
New Castle, DE 19720-1615*