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| **109 AW Paralegal Vacancy Announcement** **( DSG Enlisted )** |
| **NEW YORK AIR NATIONAL GUARD****109th AIR NATIONAL GUARD BASE**109th Airlift WingStratton Air National Guard BaseScotia, NY 12302-9752 | **ANNOUNCEMENT NO:**   | 23-109-JAG |
| **DATE:**  | 29 December 2022 |
| **CLOSING DATE:**  | Until Filled |
| **UNIT:**  109th JAGStratton ANGB Scotia, NY 12302-9752 | **AFSC:** | 5J011 |
| **MAX AVAILABLE GRADE:** TSgt (E-6) | **AREA OF CONSIDERATION:** **NATIONWIDE**: All Traditional Guardsman (includes technicians) who meet the basic qualifications for this position. **Anyone Eligible To Join The New York Air National Guard** |
| **POSITION TITLE:** Paralegal Jouneyman   |
| **SPECIALTY SUMMARY** *(As outlined in the current AFECD - 31OCT2022)*Manage and perform substantive and procedural legal work as authorized by law, which work, in the absence ofthe paralegal, would be performed by an attorney, in compliance with American Bar Association (ABA) Model Rules of ProfessionalConduct, Air Force Instruction 51-110, Professional Responsibility Program and Air Force Instruction 51-101, The Air Force JudgeAdvocate General’s Corps (AFJAGC) Operations, Accessions and Professional Development. Paralegals provide legal services forcommanders, service members and other eligible beneficiaries as authorized by congress and policy; conduct legal research, analysis, andwriting; perform leadership and technical functions in the military justice, civil law, operational and international law domains to includereview 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 withall personnel to include government agencies or officials and senior leaders. **DUTIES AND RESPOSIBILITIES** (*IAW the current AFECD – 31OCT2022)* 2.1. Plan, organize, and direct legal services personnel in the areas of military justice, civil law, operational and international law, andoffice management; establish standards and evaluate completed actions to determine accuracy, content, and compliance with governingdirectives, 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; creategraphic presentations; conduct legal research by reviewing and analyzing available precedents; prepare legal reviews and memoranda andmake 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 forand participate in Inspector General and Article 6, UCMJ inspections; maintain confidentiality, protect personally identifiable and classifiedmaterial in accordance with applicable guidance.2.2. Military Justice. Under the supervision of an attorney, provide administrative and litigation support in processing and execution ofall judicial and nonjudicial (Article 15) matters, to include other administrative actions according to applicable laws and instructions, theManual for Courts-martial (MCM) and other guidance whether part of the government, defense or victim teams; examine preliminaryevidence for sufficiency of facts and jurisdiction over offense(s) and offender; assist commanders and first sergeants with determiningappropriate forum for disciplinary actions; perform legal research and draft charges and specifications for courts-martial and Article 15actions; prepare, process, and secure all documentation/evidence required for courts-martial and Article 15 actions from investigationthrough final action; assist attorneys with investigating leads, conducting witness/victim interviews, to include witness/victim care andtravel, reviewing case status, and developing case strategy; examine all actions and records of legal proceedings to ensure accuracy andcompleteness prior to review by commanders and final processing; review and assemble transcripts of legal proceedings; use theAutomated 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; processadministrative separation actions in accordance with applicable laws, instructions and other guidance; perform legal research and preparelegal reviews for decision making authorities; use the Web-based Administrative Separation Program (WASP) to track and provide reports onthe 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 andemployment, claims, contract law and other areas under the civil law domain; perform research and draft legal reviews and briefs asneeded; process line of duty determinations, report of survey investigations and off-duty employment requests; interview clients anddetermine eligibility for legal assistance; consult clients to obtain facts, background information, and data to determine conflict and/orappropriate assistance or referral to other agencies; prepare documents such as powers of attorney, wills, promissory notes, deeds andbills 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 ensurecompliance with time limits, jurisdiction and liability; consult with claimants on sufficiency and legality of claims covering matters suchas death, personal injury, and property loss or damage; conduct claims investigations and interview witnesses to make preliminarydetermination 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 familiarwith their Law of War obligations and are able to fulfill current training requirements with the DoD Law of War Program in accordancewith governing directives and statutes; monitor the reporting, investigation, and processing of any record of alleged law of war violationinvolving Air Force personnel; ensure the timely review, processing, and filing of legal reviews involving weapons and weapons systems;AFECD, 31 Oct 22317assist the Air Force Foreign Claims Division and the Air Force Legal Operations Agency's Aviation Branch when required withcoordinating Status of Forces Agreement requirements with the Department of State and other Federal agencies for foreign claimsprocessing or investigation personnel involved with an aircraft or ground safety investigation outside the United States; track criminalincidents occurring outside the United States involving US personnel (including service members, dependents, US civilians, andcontractors) arrested, tried or imprisoned by another nation's criminal system; track criminal actions within the United States in State orFederal courts, involving foreign military members stationed within the United States; assist in the production of evidence or witnessesbefore the court and ensure pertinent information involving the alleged criminal charges is updated in the Foreign Criminal Jurisdictiondatabase for higher headquarters visibility; track requests to negotiate, conclude and process all international agreements that fall undertheir organization; ensure all proposed international agreements are properly coordinated with appropriate agencies and reported in atimely manner as required by Federal law; serve as emergency preparedness coordinator for legal personnel participating in the AF CrisisAction Team and Continuity of Government programs; review NATO and other Allied publications, Air Force and Joint Doctrinedocuments for legal sufficiency; assemble, coordinate and provide information at the appropriate level to assist the Judge AdvocateGeneral'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 mentorjunior officers, enlisted and civilian personnel; monitor performance feedback and reporting; manage attached reserve componentrequirements 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 fundingsources, submit, review and coordinate budget execution, implement adjustments and conduct follow-up; allocate resources andadminister fiscal internal controls.2.5.3. Facilities. Assess and process requests for facility maintenance, modification, and new construction to meet requirements; developand coordinate self-help projects; schedule and evaluate facility usage and maintenance.**SPECIALTY QUALIFICATIONS** (*IAW the current AFECD – 31OCT2022)*3.1. Knowledge. Mandatory of keyboard and computer operation; UCMJ, MCM, and applicable Air Force Instructions and othergoverning directives. English grammar and composition; math; functional organization of a military legal office; interview techniquesand knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research, writing, andutilization of legal publications and reference files; civil law matters to include claims processing; Air Force organization andadministration; and office management.3.2. Education. For entry into this specialty, completion of high school is required. Confirmed graduation from an Associate or higherprogram as documented in the Military Personnel Data System will suffice in lieu of high school diploma or GED. Completion of college levelcourses in English comprehension, math, and human resources is desirable. Familiarization with computer programs such as MicrosoftWord, Excel and PowerPoint is recommended.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. General office organization, operational and international law, civil law toinclude processing claims filed for and against the United States government, and processing courts-martial and other military justiceactions with accuracy and efficiency.3.4.2. 5J071. Qualification in and possession of AFSC 5J051. General office management, supervision and training, operational andinternational law, civil law to include processing claims filed for and against the United States government, executing and managingparalegal 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 asoperational and international law, civil law to include processing claims filed for and against the United States government, and processing casesin military justice with accuracy and efficiency.3.5. 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), oranother 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 theindividual 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 amemorandum/recommendation signed by the Wing Staff Judge Advocate and Law Office Superintendent/NCOIC Legal Officesummarizing 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 hasbeen 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 inthe 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, EnlistedAccessions.3.5.2.8. No non-judicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, orRecord of Individual Counseling) based on sexual assault, sexual harassment, physical abuse or unprofessional or inappropriaterelationship 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, orRecord of Individual Counseling) reflecting a lack of integrity, for violating ethical standards and/or professional responsibilities asdefined in AFI 51-110, Professional Responsibility Program and Air Force Instruction 51-101, The Air Force Judge Advocate General’sCorps 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 currentT3 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 securityclearance has been granted according to DoDM 5200.02, AFMAN 16 -1405. |

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| **TO INQUIRY ABOUT THIS OR ANY 109TH AIRLIFT WING POSITIONS:****Please Contact The 109th Recruiting Office @ 518-344-2456 or 109.AW.Recruiting@us.af.mil, with any Qualification/Eligibility or Vacancy Questions.** |