



****MILITARY VACANCY ANNOUNCEMENT****

UNIT: NGOR-AC
TITLE: PARALEGAL
AFSC: 5J071 or 5J091
POST DATE: 4 March 2023
CLOSE OUT DATE: Open Until Filled
POSITION GRADE: E-7 or E-8
STATUS: Drill Status Guardsmen

MVA #: NGOR-AC 24-003

Who may apply: Current members in the Oregon Air National Guard. Members eligible to join the Oregon Air National Guard. This is not a cross training opportunity.

Special Duty Summary: Serves as the Senior Paralegal for the Oregon Air National Guard. In conjunction with Oregon Air National Guard leadership and the State Air Component Staff Judge Advocate, supervises, oversees, and sets policy for the administration of legal services within the Oregon Air National Guard. Manages, tracks, reviews and handles processing of all work products for the State Air Component Office of the Staff Judge Advocate. 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. Under the supervision of the State Air Component Staff Judge Advocate, manages and performs legal functions within statutory guidelines and the Air Force Rules of Professional Conduct. Related DoD occupational Subgroup: 151200. Promotable MSgt (waiverable) or SMSgt

Duties and Responsibilities: Setting policy for the wings. Overseeing, providing support, oversight, training and development of legal offices. Handle legal matters and office functions for the NGOR-AC/JA staff.

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 State Air Component Staff Judge Advocate (SJA) or other senior attorney. Maintains, stages and disposes of official records. Develops self-inspection checklists and performs self-assessments. Develops and maintains legal assistance materials and resources for clients. Prepares for Inspector General inspections, and assists in the execution and inspection of OR ANG legal offices.

Military Justice and Adverse Actions. Examines all actions and records of legal proceedings to ensure accuracy and completeness prior to review by commanders and final processing. Manages, tracks and routes all military justice and adverse administrative actions within the ORANG for final approval. Reviews and assembles transcripts of legal proceedings. Provides administrative and litigation support in processing and execution of all judicial and non-judicial (Article 15) matters according to applicable laws and instructions. Under the supervision of an attorney, examines preliminary evidence for sufficiency of facts and jurisdiction over offense(s) and offender; 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/evidence required for courts-martial and Article 15 actions from investigation through final action; acts as a trial team member by assisting attorneys with investigating leads, conducting witness interviews, reviewing case status, and developing case strategy.

Legal Assistance. Manages and operates the legal assistance program for NGOR-AC/JA. Interviews clients and determines eligibility for legal assistance. Under the supervision of an attorney, consults clients 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 federal law (Title 10 USC); uses Web-based Legal Information Online System(WebLIONS) and Legal Assistance Website for managing legal assistance appointments, preparing documents, and generating reports.

General Law. Under the supervision of an attorney, performs duties in 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. Under the supervision of an attorney, performs duties as needed in the ethics/standards of conduct, environmental, labor and employment, contract, international, operational, and fiscal law arenas and drafts legal reviews and briefs as needed. Processes administrative separation actions, line of duty determinations, report of survey investigations, off-duty employment requests and drafts legal reviews and briefs as needed.

Manages resources. Manages manpower, personnel and volunteer programs for the Oregon Air National Guard legal community, in conjunction with the Oregon Army National Guard. Identifies manpower requirements for the Oregon Air National Guard, develops position descriptions and assigns workloads. Manages personnel requirements and training for all legal offices within the Oregon Air National Guard. Trains and mentors junior officers and enlisted personnel. Manages quarterly, annual, functional, and other award and recognition programs across all legal offices within the state of Oregon.

Specialty Qualifications:

Knowledge. Knowledge is mandatory of: keyboard and computer operation; UCMJ and MCM; preparing and processing claims; 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.

Training. Qualification in and possession of AFSC 5J071. Completion of the Paralegal Craftsman Course. Completion of ANG Law Office Course (ANGLOC). Recommended completion of Paralegal Advanced Developmental Education (PADE) and Law Office Management Course (LOMC).

Experience. 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. Multi-office management and oversight of paralegals in duties such as operational and international law, civil law, and processing cases in military justice with accuracy and efficiency.

Other. No record of substance abuse, domestic violence, or child abuse. No convictions by courts-martial. 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. 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. 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.

HOW TO APPLY: Application package will consist of a resume detailing your experience, military and civilian education, recommendation letter from unit commander, a record review RIP (from vMPF) w/in 60 days, Official Air Force Biography and a copy of current Physical Fitness Assessment.

Email Package to NGOR-AC/A1 - 142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil

POINT OF CONTACT: Lt Col Sara Kerr, 971-355-3007, sara.kerr@us.af.mil