



Colorado Air National Guard

Traditional

Position Announcement

COANG 23-002



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

POSITION TITLE: Paralegal	AFSC: 5J0X1	OPEN DATE: 20-Dec-22	CLOSE DATE: Open Until Filled
UNIT OF ACTIVITY/DUTY LOCATION: 140 Wing Buckley AFB, CO 80011		GRADE REQUIREMENT: Minimum: E1 Maximum: E5	
SELECTING SUPERVISOR: Lt Col Sabrina Jensen	VACANCY 009714511C	PHYSICAL PROFILE: (Officer N/A) PULHES – 333333 X Factor – G ASVAB – G - 51	

AREAS OF CONSIDERATION

- | | |
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| <input checked="" type="checkbox"/> Traditional | <input checked="" type="checkbox"/> Nationwide (Military eligible for membership in the COANG) |
| <input type="checkbox"/> Current COANG members | <input type="checkbox"/> Commissioning Opportunity |
| <input checked="" type="checkbox"/> Enlisted | <input type="checkbox"/> Officer |

All applicants MUST meet the grade requirement and physical/medical requirements outlined

DUTIES AND RESPONSIBILITIES

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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. Military Justice. Under the supervision of an attorney, provide administrative and litigation support in processing and execution of all judicial and nonjudicial (Article 15, UCMJ and Article 114, CCMJ) 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 nonjudicial punishment (NJP) actions; prepare, process, and secure all documentation/evidence required for courts-martial and NJP 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.
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.
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;

DUTIES and RESPONSIBILITIES (Cont'd):

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.

SPECIALTY QUALIFICATIONS:

Knowledge. Mandatory of keyboard and computer operation; UCMJ, CCMJ, 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.

Other:

- Ability to communicate effectively orally and in writing. Ability to speak clearly and distinctly.
- Ability to keyboard at a minimum rate of 25 words per minute.
- 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.
- 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, Enlisted Accessions.
- No non-judicial punishment or administrative action 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 and Air Force Instruction 51-101, The Air Force Judge Advocate General's Corps Operations, Accessions and Professional Development.
- Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- 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,
- 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).

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 2359 on or before the closing date.

Selecting officials have the right to hold package review boards prior to in-person interviews

Incomplete packages will not be considered for the position vacancy

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT (w/in 90 days) Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from myFitness)
6. Additional requirements: 2 Letters of Recommendation.
Proof of Typing Ability

Add any other documentation you want provided.

****SUBMIT ELECTRONIC ONLY****

QUESTIONS?

If you have any questions on package submission you may send an email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

E-MAIL APPLICATIONS TO MPS:

140.wg.hro.agr.office.org@us.af.mil

OR:

SUBMIT APPLICATIONS VIA

AMRDEC SAFE: <https://safe.apps.mil/>

140.wg.hro.agr.office.org@us.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.