

**NEBRASKA ARMY NATIONAL GUARD
DIRECTORATE OF PERSONNEL ADMINISTRATION
ENLISTED PROMOTION SECTION
2433 NW 24th STREET
LINCOLN, NEBRASKA 68524**

TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: 24-8ANAA-0304

Closing Date: Open Until Filled

Position Title & Unit: #1 Paralegal NCO, JFHQ

Location: Lincoln, NE

Military Grade Range: Minimum SPC/E4 - Maximum SSG/E6

Military Requirements: Designated DMOS for this position is (27D30). A security eligibility of SECRET is required for this MOS. Must meet the physical demands requirements of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. Selected individual may incur additional training requirements for SQI and/or ASI requirements for the duty position (see unit specific requirements below). The qualifications for the award of this MOS can be found in DA Pam 611-21.

Area of Consideration: All eligible and available members of the Nebraska Army National Guard or eligible personnel available for transfer into the Nebraska Army National Guard serving in the grade range listed above. In order to be promoted in this position, the Selected Soldier must be fully qualified for promotion IAW AR 600-8-19.

General Requirements:

1. Currently assigned SPC/E4 – SSG/E6 of the Nebraska Army National Guard or any personnel eligible for transfer into the Nebraska Army National Guard.
2. Not currently "Flagged from Favorable Personnel Actions", under a "Bar to Reenlistment", or defined as "Stagnant".
3. Meet other requirements as stated in **Military Requirements** above.

Summary of Duties: Provides paralegal support as JFHQ paralegal NCO to unit commanders, staff, and the Office of the Staff Judge Advocate. Prepares legal documents in administrative separation boards, General Officer Memoranda of Reprimand, and other military justice matters. Conducts legal research. Drafts legal correspondence for Judge Advocate review. Develops training plan for subordinate paralegals for approval by the Staff Judge Advocate. Assists with administrative investigations. Facilitates the provision of legal assistance by scheduling consultations, executing powers of attorney, and providing notarial services. Mentors junior enlisted Soldiers and trains them to be skilled paralegals and future leaders of the Office of the Staff Judge Advocate.

Other Unit Unique Considerations/Requirements: None

Application Instructions: Submit a completed Traditional NCO Vacancy Application by e-mail to ng.ne.nearng.list.g1-epm@army.mil with a subject line of "**Vacancy Application 24-8ANAA-0304**" or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in PDF format on one single attachment. The use of official mail to forward employment applications is prohibited. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. G1 is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-8152.

10-27D. MOS 27D--Paralegal Specialist, CMF 27

a. *Major duties.* Paralegal specialists administer and supervise the provision of legal services to unit commanders and staff and assist judge advocates/attorneys in providing professional legal services in diverse legal disciplines, including organizational legal services (military justice, legal assistance, claims, administrative law, international law, operational law, and contract law); defense legal services; and judicial legal services. Duties for MOS 27D at each level of skill are:

(1) *MOSC 27D10.* Provides preliminary legal and administrative support to unit commanders and staff and coordinates legal actions with supervising legal office. Prepares and processes legal documents in support of courts-martial, non-judicial punishment, and other military justice matters; line of duty determinations, separation board proceedings, and other administrative law matters; legal assistance services; claims processing and investigations.

(2) *MOSC 27D20.* Supervises the operation of a section in a command or installation legal office. Provides technical guidance to subordinates. Maintains law/administrative library and section files and records. Monitors and reviews actions to ensure accuracy and timely dispatch or disposition.

(3) *MOSC 27D30.* Supervises the operation of a command legal office. Trains and provides guidance to subordinates on complex legal administrative issues. Coordinates with units concerning taskings and training of paralegal specialist and noncommissioned officers. Conducts extensive legal research. Adjudicates personal property claims.

(4) *MOSC 27D40.* Supervises the operation of an installation legal office or section of a major command legal office. Plans, task-organizes, and provides logistical support to subsections. Coordinates the requisition and assignment of installation paralegal specialists/NCOs. Develops and implements installation training of paralegal specialists/NCOs.

(5) *MOSC 27D50.* Supervises the operation of a major command legal office. Provides technical and professional guidance to and coordinates the requisition and assignment of all command-wide paralegal specialists/NCOs. Advises the senior judge advocate on all matters affecting legal specialists/NCOs. Inspects command legal support activities and recommends actions to correct deficiencies and improve legal support operations. In formations with a 27D60, the 27D50 manages the military justice operations of a Staff Judge Advocate Office in Division, Corps and ASCC formations.

(6) *MOSC 27D60.* Supervises the operation of a Division, Corps, or ASCC legal office. Provides technical and professional guidance to and coordinates the requisition and assignment of all command-wide paralegal specialists/NCOs. Advises the senior judge advocate on all matters affecting paralegal specialists/NCOs. Inspects command legal support activities and recommends actions to correct deficiencies and improve legal support operations.

b. *Physical demands rating and qualification for award of MOS.* (Qualifications in subparagraphs 8, 9, 10, 11, 12 and 14 below are required for award or retention of MOS). Paralegal specialists must possess the following qualifications:

(1) A physical demands rating of light.

(2) A physical profile of 222121.

(3) Qualifying scores. A minimum score of 105 in aptitude area CL.

(4) Successful display of typing a minimum of 25 words per minute (WPM) or with a typing test administered with industry-standard computer software (e.g. Mavis Beacon).

(5) Must have, at a minimum, a General Equivalency Diploma (GED).

(6) A security eligibility of SECRET is required for the initial award and to maintain the MOS.

(a) Requirements for a SECRET eligibility is effective 1 June 2005 for all new accessions into MOS 27D.

(b) Requirement for a SECRET eligibility is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.

(7) The Soldier must be a U.S. citizen.

(a) Requirements to be a U.S. citizen is effective 1 June 2005 for all new accessions into MOS 27D.

(b) Requirement to be a U.S. citizen is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.

(8) No court-martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).

(9) No record of civil conviction other than minor traffic offenses. (Minor non-traffic offense civil conviction waivable by HQDA (AHRC-EPM-A), with OTJAG approval.)

(10) No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (AHRC-EPM-A) with OTJAG approval.)

(11) No pattern of undesirable behavior as evidenced by civilian or military record.

(12) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

(13) Formal training (completion of full 10 week, 3 day, MOS 27D course, 512-27D10, conducted under the auspices of the U.S. Army Quartermaster School, Paralegal Specialist Course) mandatory for all Soldiers. Prior service as a paralegal in sister services does not meet required Army paralegal qualifications. Active Component: available only to SPC(P) and below. Those promoted after the day of reenlistment/reservation will be trained. For Active Component only, waivers may be granted for SGTs through SSG non-promotable. Army Reserve and National Guard: Available only to SGT and below. For Army Reserve and National Guard only, waivers may be granted for SSG through MSG. All requests for waiver may be submitted to OTJAG, Regimental Command Sergeant Major, ATTN: DAJA-RCSM.

(14) Paralegal certification by The Judge Advocate General (TJAG), per Army Regulation (AR) 27-1, Judge Advocate Legal Services.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

C5--Court Reporter (skill level 1-4 only).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

- (1) *Table 10-27D-1.* Physical requirements.
- (2) *Table 10-27D-2.* Standards of grade TOE/MTOE.
- (3) *Table 10-27D-3.* Standards of grade TDA.