

Paralegal (Amn-SSgt) Announcement

113th Wing, District of Columbia Air National Guard

Military Vacancy Announcement (Part-time/DSG)

Opening Date 1 February 2025

Closing Date: Open Until Filled

Position Title and Rank: Paralegal (5J0X1), Amn-SSgt

Eligibility Requirements:

- Applicant must be a current member of the Air Force, Air Force Reserve, or Air National Guard and meet all criteria to join the D.C. Air National Guard.
- Ability to type a minimum of 25 words per minute (not required of anyone already possessing a current 5J0X1 AFSC).
- No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ in the previous 6 years; or convictions by a civilian court except for minor traffic violations and similar infractions.
- A general aptitude score of 51 or higher on the Armed Services Vocational Aptitude Battery (ASVAB) or Armed Forces Classification Test.
- Have a current passing PT Score.
- Submit Two Letters of Recommendation.

Description of Duties and Responsibilities:

Under the supervision of an attorney:

- Provide legal support to commanders, chiefs, first sergeants, and supervisors in ethics, standards of conduct, labor and employment, contract law, claims, and other areas under the civil law domain,
- Perform research and draft legal reviews and briefs as needed,
- Interview clients and determine eligibility for legal assistance,
- Prepare documents such as powers of attorney and wills,
- Function as notary public under federal law (Title 10 U.S.C.),
- Use Web-based Legal Information Online System (WebLIONS) and Legal Assistance Website to manage legal assistance appointments, prepare documents, and generate reports,
- Provide legal support for administrative actions, commander directed investigations, and other actions as needed,
- Conduct Newcomer's Orientation briefings to new 113th Wing members,

- Assist in preparing Status of Discipline briefings given to the 113th Wing Commander.

Instructions for Applying:

Send complete application package in ONE PDF FILE to TSgt Rachael Blosser at rachael.blosser.2@us.af.mil. Please also courtesy copy Maj Aaron Jones at aaron.jones.82@us.af.mil and Maj Marc Nevins at marc.nevins.2@us.af.mil.

Application Package Requirements:

1. Military or civilian resume to include contact info.
2. Personnel RIP from vMPF (must be dated within 60 days).
3. Current Fitness test (within 12 months).
4. Last 2 EPRs (or EPB).

All applicants will be required to interview with the 113th Staff Judge Advocate.