



## **POSITION TITLE: DC Air National Guard Special Victims Counsel Paralegal**

Note: This position is open until filled filled.

(SVCP) **AFSC REQUIREMENT:** 5J051 or higher

**RANK/GRADE REQUIREMENT:** MSgt/ E-7

**POSITION INFORMATION:** Traditional DSG Position

**DUTY LOCATION:** HQ/STATE ANG

**WHO MAY APPLY:** Qualified ANG members only

**Close Out date:** Open until Filled

### **Position Description / Assigned Duties:**

- Provides paralegal, administrative, and logistical support to the NGB SVCs.
- Maintains and updates training materials and command briefs in support of the NG SVC Program.
- Conducts victim intake; provides general program information and point of contacts for SVC and referral services.
- Maintains client legal files.
- Maintains manpower, case, travel, communications, and all other trackers required by the NG SVC Program.
- Provides reports, requests for information (RFI), and data calls promptly to NG SVC Senior Paralegal Manager, Resource Manager, or SVC Program as needed.
- Consults with NG SVC Senior Paralegal Manager and Resource Manager on SVCP operations and provides feedback for NGB-SVC to assist with policy development.
- Works under ANG SVC's supervision to:
  - Serve as special victims' paralegal for administrative discharge proceedings, state courts-martial, non-judicial punishment proceedings, line of duty determinations, medical evaluations, and other victim-based services.
  - Provide advocacy on legal aspects of military justice and administrative processes.
  - Support victim's interests to SJAs or commanders on administrative matters.
  - Draft letters for SVC written on behalf of victim.
  - Conduct outreach, training senior leadership and ANG Wing personnel regarding the role of an SVC/SVCP and services available in the region of assignment.
  - Support the Regional NG-SVC as requested.
  - Create and update listing of resources for client's needs (online/local, etc.) for area of responsibility.
  - Attend USA and/or USAF specific victim training courses, along with conferences and seminars that would increase the preparedness for SVCP duties. Funding is a state responsibility
  - Be available by phone and/or email to assist assigned clients during off duty hours.
  - Traveling when necessary to meet client's or regional SVC needs.
  - Communicate any anticipated hindrances (e.g., case load, conflict of interests or limitation) in the ability to provide services to clients to assigned SVCs and the SVC Senior Paralegal Manager.

- Maintain monthly communication with Regional SVCPs; participates in NG SVC or SVCP program calls, as available.
- Perform other duties in support of SVC/SVCP program as prescribed by ANG SVCs.
- Additional non-SVCP duties as assigned by State HQ ANG SJA.

**Areas of Special Emphasis:** Provides recommendations to ANG SVCs regarding operational issues involving the SVC Program. Researches and reviews DoD, NGB, USA, and USAF publications, policies, and agreements to identify and address issues involving legal assistance services to victims in the 54 states/territories. Experience in legal research/writing required.

**Other:**

- Strong mental resilience is required to assist victims of trauma and sexual assault.
- As with all attorney-client relationships, confidentiality and professionalism is required. An empathetic and mature disposition is also necessary.
- Selected candidates must attend and successfully complete the AF or Army SVC Certification course within one year of being assigned against an SVC position. Candidates will be certified as SVCP by the ANG Assistant to TJAGAF after successful course completion.
- Certified SVCP will be appointed as SVCP by the ANG Assistant to TJAG.

**Application Requirements**

- VMPF RIP or Equivalent
- A statement of interest for serving as an SVCP
- A recommendation letter from the State HQ ANG SJA stating that he or she feels the paralegal has the maturity and judgment to serve as an SVCP
- A statement certifying that the candidate is free of any sex-based misconduct or allegations, and has at least 2 years retainability
- Military/Civilian resume
- All available EPRs, if any
- ROSTER Print out
- Current, passing PT test score sheet

Please combine all documents into one and submit to the email below.

Position Application POC:

SMSgt Sean A. Young, RRS

Sean.a.young4.mil@mail.mil

USG iPhone (202) 327-1397

Then, the package will be in coordination to ANG Assistant to TJAG through the ANG SVCP Senior Paralegal Manager. Once reviewed, you will be scheduled for a personal phone interview with the ANG SVCP Senior Paralegal Manager.