

## MISSOURI ANG ENLISTED VACANCY ANNOUNCEMENT

### POINT OF CONTACT:

139<sup>th</sup> Recruiting Office  
St. Joseph Office: 816-236-3620  
Kansas City Office: 816-298-6161  
[139.AW.Recruiting@us.af.mil](mailto:139.AW.Recruiting@us.af.mil)

### POSITION, TITLE, LOCATION

Traditional Guardsman (Part-time)  
Paralegal – 5J0X1  
Rosecrans ANGB, St. Joseph MO

### NUMBER OF POSITIONS

1

### OPENING DATE:

December 15, 2020

### CLOSING DATE:

Until Filled

### AREA OF CONSIDERATION:

All non-prior service and prior service applicants must be eligible to enlist in the 139<sup>th</sup> Airlift Wing.

### DUTIES:

Manage and perform substantive and procedural legal work as authorized by law, which work, in the absence of the paralegal, would be performed by an attorney, in compliance with *American Bar Association (ABA) Model Rules of Professional Conduct*, Air Force Instruction 51-110, *Professional Responsibility Program* and Air Force Instruction 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions and Professional Development*. Paralegals provide legal services for commanders, service members and other eligible beneficiaries as authorized by congress and policy; conduct legal research, analysis, and writing; perform leadership and technical functions in the military justice, civil law, operational and international law domains to include review of legal memoranda or other legal instruments; assist attorneys with trial, defense and/or victim advocacy as directed; prepare, review, and maintain legal documents, including but not limited to powers of attorney, wills and notaries; communicate professionally with all personnel to include government agencies or officials and senior leaders.

### QUALIFICATIONS:

- Complete the Eligibility Worksheet located at <https://www.139aw.ang.af.mil/About-Us/Recruiting/>
- Must be a United States Citizen
- Must meet the age requirement which is 17-39
- Must meet the minimum physical requirements
- Must meet the minimum educational requirements
- Must be able to obtain at least a Secret Security Clearance
- No convictions for alcohol, financial or behavioral related incidents, or law violations other than traffic
- Any/All tattoos must meet Air Force standards
- Must achieve the required ASVAB score: G - 51
- Must achieve the required ASVAB score: P 3, U 3, L 3, H 3, E 3, S 3
- Color Vision: N & Depth Perception: N

### EVALUATION PROCESS:

*Complete* applications must be received by COB on closing date. Applicants will be considered qualified once they have been medically approved to enlist into the 139<sup>th</sup> Airlift Wing.

### COMPLETE APPLICATIONS INCLUDE:

- Driver's License
- Social Security Card
- Birth Certificate
- High School diploma (or letter from high school counselor)
- Copy of college transcripts (if applicable)

- Military Entrance Processing Station (MEPS) record
- Prior Service documents (DD 214 or NGB 22)
- Must meet the minimum physical requirements (current green in ASIMS)

Scan and email application packet to [139.AW.Recruiting@us.af.mil](mailto:139.AW.Recruiting@us.af.mil)