

MISSOURI ANG ENLISTED VACANCY ANNOUNCEMENT

POINT OF CONTACT:

139th Recruiting Office
St. Joseph Office: 816-236-3620
Kansas City Office: 816-298-6161
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:

May 9, 2023

CLOSING DATE:

Until Filled

AREA OF CONSIDERATION:

All non-prior service and prior service applicants must be eligible to enlist in the 139th 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 139th 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