# California Air National Guard DSG Vacancy Announcement

| Position Details | |
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| Announcement Number: | D23-001 |
| Opening Date: | 13 February 2023 |
| Closing Date: | Until Filled |
| Position Title: | Paralegal |
| AFSC: | 5J071 |
| Max/Min Grade: | E-5/E-7 |
| Unit: | CA ANG HQ |
| Duty Location: | Multiple Locations: Channel Islands or Riverside |
| Security Clearance Requirement: | Secret/T3 |

## Area of Consideration

**Membership Eligibility:** Must become a member of the California Air National Guard.

## Conditions of Employment

**The following are mandatory as indicated:**

For entry, award and retention of this AFSC:

* Ability to communicate effectively orally and in writing.
* Ability to keyboard at a minimum rate of 25 words per minute.
* Ability to speak clearly and distinctly.
* No significant record of emotional instability, personality disorder, or other unresolved mental health concerns that may result in the impairment of the paralegal duty function, or risk to the mission.
* No record of substance abuse, domestic violence, or child abuse.
* No convictions by courts martial.
* No convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, Enlisted Accessions.
* No non-judicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) based on sexual assault, sexual harassment, physical abuse or unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships.
* No non-judicial punishment or administrative action (Letter of Reprimand, Letter of Admonishment, Letter of Counseling, or Record of Individual Counseling) reflecting a lack of integrity, for violating ethical standards and/or professional responsibilities as defined in AFI 51-110, Professional Responsibility Program and Air Force Instruction 51-101, The Air Force Judge Advocate General’s Corps Operations, Accessions and Professional Development.
* Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301,
* Computer Security.
* Specialty may require routine access to Tier 3 (T3) information, systems or similar classified environments (a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program

***NOTE:*** Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.

## Primary Duties and Responsibilities

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.

## Instructions for Applying

Interested applicants who meet the eligibility criteria may apply by submitting a packet with the below listed documents to MSgt Michael Willett in one .pdf file to [michael.willett.3@us.af.mil](mailto:michael.willett.3@us.af.mil). Direct packet questions to recruiting office at Commercial: 559-472-6038.

Applicants are required to submit the following minimum documents: If the minimum items are missing from the package, it will be returned without action.

* 1288/368 Conditional Release
* vMPF Records Review/Career Data Summary
* Current passing fitness test printout
* Current AF Form 422 & AF Form 469 if applicable
* Current PHAQ
* Type II Dental Exam
* Current HIV test (within 12 months)
* Current immunization record

## Remarks

1. Promotion eligible members must possess/attain minimum: time-in-grade, time-in-service, skill level and

PME requirements to be **considered** for promotion.

2. Members are expected to attend all UTAs and remain Worldwide Qualified for Deployments and Defense Support to Civil Authority (DSCA) missions.

**Equal Opportunity:** The California National Guard is an Equal Opportunity Employer. Applicants are protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.