



## Duty Assignment Locations

Air Force paralegals are assigned at most Air Force locations in the CONUS and Overseas. No restrictions!

Also include some locations such as Australia!

# USAF Paralegal Mission Statement:

Assist attorneys in providing superior legal counsel to commanders, first sergeants and other key personnel on a broad spectrum of legal and quasi-legal matters. Also provide assistance to eligible clients under the supervision of an attorney.

Supports all areas of a legal office, including military justice, claims, civil law, legal assistance, contracts, environmental and operations law. May also manage defense services as needed.



## AFSC Duty Requirements

- Complete personal interview
- Type minimum of 25 wpm
- Minimum general AQE score of 51
- No derogatory information, no previous courts-martial convictions, or Article 15's in previous 6 years
- Letters of recommendation from Supervisor, First Sergeant and Commander
- Ability to communicate effectively in writing
- Absence of any speech impediments and ability to speak English clearly and distinctly

## Frequently asked Questions and Answers

- Will I get to actually try courts? You will assist the attorney in charge of the prosecution. Only an attorney can try a case.
- How are promotions? Since we pick the “best of the best” promotions may appear to be more difficult but we get the same percentage and if you try you too can get promoted.
- Will I have to PCS? AF needs come first and if you are needed more at another base then you may have to PCS.



### Points of Contact:

**SMSgt K. Jill Robbins**  
**Law Office Superintendent**  
**226-3553**



## Paralegal



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