



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 162D WING (ANG)
1650 E PERIMETER WAY
TUCSON ARIZONA

TRADITIONAL GUARD PARALEGAL VACANCY ANNOUNCEMENT

The 162d Legal Office, Tucson, Arizona, is seeking qualified applicants for the position of Paralegal (an incumbent position with an authorized maximum grade of TSgt). Enlisted personnel may apply for retraining into the paralegal career field from any other career field.

Application deadline: Open until position is filled

Minimum Skill/Experience requirements:

- E-6 or below
- Minimum General AQE score: 51
- Minimum typing speed: 25 wpm (not required of anyone already possessing a current 5J0X1 AFSC)
- Knowledge of, and familiarity with, Microsoft Office and Internet Explorer
- A professional image and attitude
- The ability to engage in effective verbal and written communication
- No previous convictions by courts-martial; punishment under the provisions of Article 15, UCMJ in the previous 6 years; or convictions by a civilian court except for minor traffic violations and similar infractions
- Prior qualification in any AFSC as a 5-level or higher is preferred

Training requirements:

- An enlisted member retraining from another career field must attend the 14 week (in-residence) Paralegal Apprentice Course (3-level) at Maxwell AFB, AL within 1 year of appointment
- Paralegals are required to attend the Air National Guard Law Office Course (2 days) within 18 months of accession
- Paralegals are required to attend the Paralegal Annual Survey of Law (2 days) every other year
- Paralegals are required to attend the Reserve Forces Paralegal Course, in-residence (5 days), at Maxwell AFB, AL every 4th year
- Paralegals are required to perform 2 weeks of duty at an active duty base legal office every 4th year
- The 7-level Paralegal course requires in-residence attendance at a 8 week course at Maxwell AFB, AL

Application package should include the following:

- Submit the following documents to the 162d Legal Office, by email to angel.reyes.2@us.af.mil no later than application deadline. Applications should include the following:
 - Cover letter from the applicant
 - Proof of typing ability (www.typingtest.com)
 - Current RIP which indicates applicant's AQE (ASVAB) scores
 - Current resume or military biography; the resume/bio should contain relevant information for consideration of selection to the paralegal career field
 - Letters of Recommendation (minimum of 2)
 - Include letters of recommendation from former and current supervisors who have known the applicant for a considerable amount of time, or anyone else who can attest to the applicant's attributes
 - Proof of passing PT score (prior service only)
 - Official Military Photo (For non-prior service applicants, include a photo in business attire.)

POC: Angel Reyes, SMSgt, AZ ANG Senior Enlisted Leader, 162d Wing
Work: 520-295-6223