

## OHIO ANG ENLISTED VACANCY ANNOUNCEMENT

<b>UNIT OF ASSIGNMENT, POINT OF CONTACT AND PHONE NUMBER:</b> Unit: 121st ARW Location: Rickenbacker ANG Base	<b>ANNOUNCEMENT NO:</b> 121-1099  <b>SELECTING OFFICIAL:</b> Lt Col William McClain
<b>Position Point of Contact (POC):</b> MSgt Krystal R. Bottenfield Email: krystal.r.bottenfield.mil@mail.mil: (DSN & Comm): 696-3177 & 492-3177	<b>FSS POC:</b> SrA Autum Speakman Administrative Assistant Autum.d.speakman.mil@mail.mil Phone: DSN 696-3706 Comm: 614-492-3706
<b>POSITION, TITLE, STATUS</b> Duty Title: PARALEGAL Drill Status/Traditional Guardsman	<b>NUMBER OF POSITIONS:</b> 2
<b>OPENING DATE:</b> 7 December 2019	<b>CLOSING DATE:</b> until filled
<b>MIN MILITARY GRADE:</b> None	<b>MAX MILITARY GRADE:</b> TSgt
<b>MOS/AFSCs WHICH ARE COMPATIBLE TO THIS POSITION:</b> 5J0X1	
<b>AREA OF CONSIDERATION:</b> Open to all applicants eligible to become members of the Ohio ANG	
<b>For FSS Use Only: ETP Approval Date:</b> <a href="#">Click here to enter a date.</a> <input type="checkbox"/> n/a	

### DUTIES:

#### 2. Duties and Responsibilities:

\*\*\*This is not an entry-level job, member must currently have obtained a 5-level in their current AFSC\*\*\*  
 Preference will be given to members currently in 5J0X1. Manages and performs legal functions not prohibited by statute and the Lawyers' Manual on Professional Conduct. Performs paraprofessional and legal research functions under the supervision of a judge advocate in connection with civil law, military justice, and claims activities. Provides legal assistance to military members to include Wills and Powers of Attorney. Related DoD Occupational Subgroup: 512.

Knowledge is mandatory of: keyboard and microcomputer operation; UCMJ and MCM; English grammar and composition; math; functional organization of a military legal office; interviewing techniques and knowledge of legal procedures concerning military courts and boards; legal terminology and interpretations; research and utilization of legal publications and reference files; civil law matters; Air Force organization and administration; and office management.

Education. For entry into this specialty, completion of high school, and completion of college level courses in English comprehension, math, and computers is desirable.

Retraining Requirements: Applicant must currently hold a 5-level in their current AFSC, have a score of 51 or higher on the AFQT, ability to type 25 wpm, no previous convictions by court-martial or Article 15, no convictions by a civilian court except for minor traffic violations, and a passing PT score.

### EVALUATION PROCESS:

Evaluation will be based on the information provided and meeting a selection board, date to be determined.

### MANDATORY REQUIREMENTS:

-Applicant must currently hold a 5-level in their current AFSC.

-Accepted applicant must attend 8-week technical school at Maxwell AFB, Alabama with one year of starting position.

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**APPLICATION MUST CONTAIN:**

OHANG Form 2, *Application for E6 and Above Vacancy*

Air Force Fitness Management System (AFFMS) Report with passing score (available via AF Portal)

Individual Medical Readiness (IMR) Report (available via AF Portal from ASIMS)

vMPF RIP

OHANG Form 4, *OHANG Eligibility Checklist for Enlisted Promotions*

Resume – with cover letter

Current passing fitness score report

Two Letters of Recommendation

Typing Test Score from [www.typingtest.com](http://www.typingtest.com)

An interview is required with this position

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**APPLICATION MAY CONTAIN:**

Cover Letter, Letters of Recommendation or Resume)

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**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for position vacancies without regard to age, race, color, religion, sex, national origin, lawful political or their affiliations, marital status, membership or non-membership in an employee organization, or to any handicap which does not interfere with accomplishment of position requirements.

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**APPLICATION SUBMISSION:**

Applications may be submitted to the FSS POC via email at [Autum.d.speakman.mil@mail.mil](mailto:Autum.d.speakman.mil@mail.mil) or via hard copy to the following mailing address:

**MAILING ADDRESS:**

121ARW, ATTN: SrA Autum Speakman

7370 Minuteman Way

Columbus, OH 43217

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APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE

Successful application will be assigned to compatible military position in an appropriate unit of assignment in the Ohio Air National Guard as shown above. If enlisted, this position is being announced in accordance with ANGI 36-2101 OHANG Supplement, 15 February 2016, and is a Traditional Guardsman (part-time) employment opportunity. If officer, this position is being announced in accordance with OHPD-011, *Ohio Air National Guard Officer Assignments Policy*, 24 April 2015, and is a Traditional Guardsman (part-time) employment opportunity.

**All OHANG Forms are available electronically at:**

<https://hr.ong.ohio.gov/Job-Postings/Air-National-Guard-Part-Time>