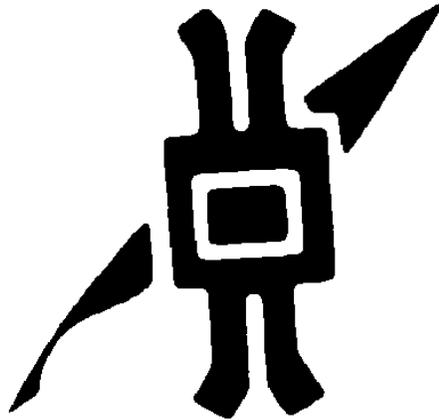


CHAPTER 48



LEGALMAN (LN)

NAVPERS 18068-48D

CH-59

Updated: July 2014

LEGALMAN (LN)
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NAVY ENLISTED OCCUPATIONAL STANDARD

FOR

LEGALMAN (LN)



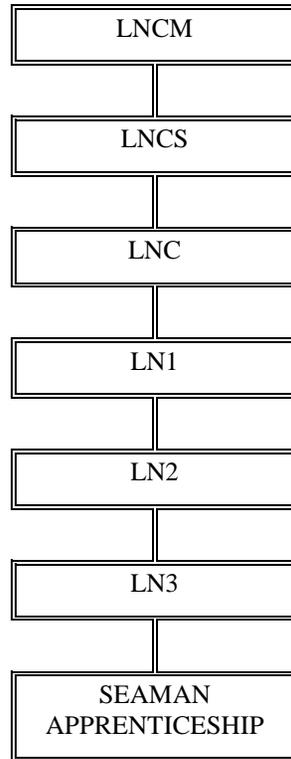
SCOPE OF RATING

Legalmen (LN) perform paralegal duties under the direction and supervision of Judge Advocates to provide and administer legal services in support of military justice matters, administrative discharges, claims, admiralty law, and legal assistance; record and transcribe proceedings of courts martial, courts of inquiry, investigations, and military commissions, and prepare and submit necessary records and reports; prepare legal correspondence; draft charges and associated documents required for nonjudicial punishment and courts martial; conduct interviews; perform legal research; provide trial and defense paralegal support; and provide advice and assistance to personnel and commands on matters of legal administration.

This Occupational Standard is to be incorporated in Volume I, Part B, of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F) as Chapter 48.

GENERAL INFORMATION

CAREER PATTERN



Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in OPNAVINST 1420.1.

For rating entry requirements, refer to MILPERSMAN 1306-618.

SAFETY

The observance of Operational Risk Management (ORM) and proper safety precautions in all areas is an integral part of each billet and the responsibility of every Sailor; therefore, it is a universal requirement for all ratings.

Job Title
Paralegal

Job Code
001469

Job Family
 Legal

NOC
 TBD

Short Title (30 Characters)
 PARALEGAL

Short Title (10 Characters)
 PARALEGAL

Pay Plan
 Enlisted

Career Field
 LN

Other Relationships and Rules
 Not applicable, based upon the NEC assigned to the job (if any).

Job Description

Paralegals work under the direct supervision of an attorney, or independently, to investigate the facts of cases and ensure that all relevant information is considered; identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases; analyze and organize the information and prepare written reports that attorneys use in determining how cases should be handled; help prepare legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials; organize and track files of all important case documents and make them available and easily accessible to attorneys; draft contracts, mortgages, separation agreements, and trust instruments; assist in preparing tax returns and planning estates; provide timely and accurate advice to commanders in an international environment and support operational law activities; and serve as Law Office managers, providing training and supervision to junior personnel and maintaining office budgets.

DoD Relationship

O*NET Relationship

<u>Group Title</u>	<u>DoD Code</u>	<u>Occupation Title</u>	<u>SOC Code</u>	<u>Job Family</u>
Legal	151200	Paralegals and Legal Assistants	23-2011.00	Legal

Skills

Critical Thinking
Writing
Coordination
Reading Comprehension
Speaking
Complex Problem Solving
Active Listening
Management of Material Resources
Time Management
Judgment and Decision Making

Abilities

Deductive Reasoning
Written Expression
Information Ordering
Inductive Reasoning
Written Comprehension
Oral Expression
Problem Sensitivity
Oral Comprehension
Speed of Closure
Time Sharing

COURT AND COURT DOCUMENTS

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Analyze Records of Trial (ROT) to formulate Staff Judge Advocate Recommendation (SJAR)
E6	CORE	Conduct Summary Courts-Martial (SCM) reviews
E6	CORE	Coordinate courtroom security
E5	CORE	Draft closing arguments
E5	CORE	Draft opening statements
E4	CORE	Manage courtroom schedules
E4	CORE	Monitor voice recording equipment that produce official transcripts of formal proceedings
E4	CORE	Prepare courtrooms for trials and hearings
E5	CORE	Prepare legal briefs
E5	CORE	Prepare questions for potential jurors to determine their suitability (voir dire)
E6	CORE	Provide guidance to convening authority regarding member selection
E4	CORE	Provide post-trial confinement support
E5	CORE	Provide pre-trial confinement support
E5	CORE	Provide subpoena service
E6	NON-CORE	Represent command at pre-trial confinement hearings
E5	NON-CORE	Review Article 32 Uniform Code of Military Justice (UCMJ) transcripts

E5	CORE	Review charge sheets
E6	CORE	Review court proceedings transcripts
E6	CORE	Review motions and pleadings
E6	CORE	Review Records of Trial (ROT)

EVIDENCE COLLECTION AND SAFEGUARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Collect documentary or electronic evidence
E5	CORE	Dispose of evidence upon completion of final review of courts-martial
E5	CORE	Maintain Chain of Custody
E4	CORE	Mark exhibits
E5	CORE	Review evidence to determine relevancy and authenticity

LAW OFFICE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assemble Special Courts-Martial/General Courts-Martial (SPCM/GCM) Records of Trial (ROT)
E5	CORE	Assemble Summary Courts-Martial (SCM) Records of Trial (ROT)
E4	CORE	Create legal files
E4	CORE	Distribute Records of Trial (ROT)
E4	NON-CORE	Mail serialized correspondence
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal directives and publications
E4	CORE	Maintain legal files
E4	CORE	Maintain unit punishment books
E4	CORE	Notify personnel of trial information
E4	CORE	Prepare charge sheets
E4	NON-CORE	Prepare standard naval correspondence
E5	CORE	Process Complaints of Wrongs
E6	NON-CORE	Process Congressional Inquiries
E5	CORE	Process formal grievances
E5	CORE	Process Privacy Act requests
E4	CORE	Process Unauthorized Absentee (UA) paperwork
E4	CORE	Report Sailors' disciplinary findings to personnel support activity
E6	CORE	Review Complaints of Wrongs

LEGAL DOCUMENT PREPARATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft legal memoranda
E4	CORE	Draft Powers of Attorney (POA)
E4	CORE	Prepare administrative separation documents
E5	CORE	Prepare affidavits
E4	CORE	Prepare appointing and convening orders

E4	CORE	Prepare Article 31 Uniform Code of Military Justice (UCMJ) warnings
E5	CORE	Prepare Article 64 (Review by a Judge Advocate) letters/court orders
E6	CORE	Prepare Boards of Inquiry and Courts of Inquiry documents
E6	CORE	Prepare delivery of personnel agreements
E4	CORE	Prepare drug laboratory report requests
E5	CORE	Prepare estate planning documents (e.g. wills, trusts, etc.)
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare immigration and naturalization documents
E4	CORE	Prepare legal statistical/data reports
E4	NON-CORE	Prepare liberty risk program documents
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) notification forms
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents
E5	CORE	Prepare post-trial Summary Courts-Martial (SCM) documents
E5	CORE	Prepare pre-trial agreements
E4	CORE	Prepare Report and Disposition of Offenses (NAVPERS 1626/7)
E4	CORE	Prepare restriction and extra duty orders
E5	CORE	Prepare search and seizure documents
E5	CORE	Prepare separations in lieu of trial by court-martial requests
E6	CORE	Prepare Staff Judge Advocate Recommendations (SJAR)
E6	CORE	Process Freedom of Information Act (FOIA) requests
E4	CORE	Process letters of indebtedness
E4	CORE	Produce official transcripts of formal proceedings

LEGAL RESEARCH AND INVESTIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Advise suspects of Article 31 Uniform Code of Military Justice (UCMJ) rights
E5	CORE	Conduct claims investigations
E4	NON-CORE	Conduct client conflict checks
E6	CORE	Conduct command investigations
E7	CORE	Conduct inquiries into reports of offenses
E5	CORE	Conduct legal assistance screening interviews
E4	CORE	Conduct legal research
E6	CORE	Conduct Line of Duty (LOD) investigations
E5	CORE	Interview witnesses
E6	CORE	Investigate dependent non-support complaints
E6	CORE	Investigate paternity complaints
E5	CORE	Prepare administrative investigation endorsements
E6	CORE	Prepare administrative investigation letters of report
E6	CORE	Process Line of Duty (LOD) investigation reports

E6	CORE	Review administrative investigation reports
E6	CORE	Review claims investigations
E5	CORE	Review criminal investigation reports

PERSONNEL LEGAL SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct administrative separation processing counseling
E5	NON-CORE	Conduct Board of Corrections Naval Review (BCNR) counseling
E5	NON-CORE	Conduct immigration and naturalization counseling
E6	NON-CORE	Conduct indebtedness counseling
E6	CORE	Conduct outreach services (e.g. waterfront briefs, pre-deployment briefs, etc.)
E7	CORE	Coordinate delivery of personnel to foreign authorities
E5	CORE	Coordinate preventive law program roadshows
E6	CORE	Counsel victims/witnesses regarding legal rights and resources available
E4	CORE	Perform federal notary duties
E6	CORE	Provide emergency legal services triage
E6	CORE	Provide procedural and regulatory guidance to Command leadership
E6	CORE	Provide Sailor guidance on family support obligations
E6	CORE	Represent command interests as recorder in Administrative Separation (ADSEP) Board proceedings

PROFESSIONAL DEVELOPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct internal professional development training
E7	CORE	Determine external legal readiness requirements
E5	CORE	Develop preventive law program materials
E5	CORE	Develop training to promote legal readiness
E7	CORE	Identify requirements for internal professional development

Job Title

Law Office Specialist

Job Code

001477

Job Family

Legal

NOC

TBD

Short Title (30 Characters)

LAW OFFICE SPECIALIST

Short Title (10 Characters)

LAW SPEC

Pay Plan

Enlisted

Career Field

LN

Other Relationships and Rules

Not applicable, based upon the NEC assigned to the job (if any).

Job Description

Law Office Specialists work under the supervision of attorneys and paralegals to draft legal documents and papers, such as appeals, motions, pleadings, pretrial agreements, legal briefs, routine legal assistance documents, and legal correspondence; provide routine assistance to Legal Assistance, Personal Representation, and Defense clients; prepare vouchers for payment of claims and witness fees; conduct advanced legal research and compile statistics for submission of required reports; provide routine advice to commanders on military justice and administrative measures; respond to complaints and conduct client and witness interviews; and serve as Law Office supervisors, providing training and supervision to junior personnel.

DOD Relationship

Group Title

Legal

DoD Code

151200

O*NET Relationship

Occupation Title

Paralegals and Legal Assistants

SOC Code

23-2011.00

Job Family

Legal

Skills

Critical Thinking

Writing

Coordination

Reading Comprehension

Speaking

Complex Problem Solving

Active Listening

Management of Material Resources

Time Management

Judgment and Decision Making

Abilities

Deductive Reasoning

Written Expression

Information Ordering

Written Comprehension

Inductive Reasoning

Oral Expression

Problem Sensitivity

Oral Comprehension

Speed of Closure

Time Sharing

COURT AND COURT DOCUMENTS

Paygrade

Task Type

Task Statements

E5

CORE

Analyze Records of Trial (ROT) to formulate Staff Judge Advocate Recommendation (SJAR)

E6

CORE

Conduct Summary Courts-Martial (SCM) reviews

E6

CORE

Coordinate courtroom security

E5

CORE

Draft closing arguments

E5

CORE

Draft opening statements

E4

CORE

Manage courtroom schedules

E4

CORE

Monitor voice recording equipment that produce official transcripts of formal proceedings

E4

CORE

Prepare courtrooms for trials and hearings

E5

CORE

Prepare legal briefs

E5

CORE

Prepare questions for potential jurors to determine their suitability (voir dire)

E6

CORE

Provide guidance to convening authority regarding member selection

E4

CORE

Provide post-trial confinement support

E5

CORE

Provide pre-trial confinement support

E5

CORE

Provide subpoena service

E6

NON-CORE

Represent command at pre-trial confinement hearing

E5

NON-CORE

Review Article 32 Uniform Code of Military Justice (UCMJ) transcripts

E5

CORE

Review charge sheets

E6	CORE	Review court proceedings transcripts
E6	CORE	Review motions and pleadings
E6	CORE	Review Records of Trial (ROT)

EVIDENCE COLLECTION AND SAFEGUARDING

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Collect documentary or electronic evidence
E5	CORE	Dispose of evidence upon completion of final review of courts-martial
E5	CORE	Maintain Chain of Custody
E4	CORE	Mark exhibits
E5	CORE	Review evidence to determine relevancy and authenticity

LAW OFFICE ADMINISTRATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Assemble Special Courts-Martial/General Courts-Martial (SPCM/GCM) Records of Trial (ROT)
E5	CORE	Assemble Summary Courts-Martial (SCM) Records of Trial (ROT)
E4	CORE	Create legal files
E4	CORE	Distribute Records of Trial (ROT)
E4	NON-CORE	Mail serialized correspondence
E4	CORE	Maintain legal databases
E4	CORE	Maintain legal directives and publications
E4	CORE	Maintain legal files
E4	CORE	Maintain unit punishment books
E4	CORE	Notify personnel of trial information
E4	CORE	Prepare charge sheets
E4	NON-CORE	Prepare standard naval correspondence
E5	CORE	Process Complaints of Wrongs
E6	NON-CORE	Process Congressional Inquiries
E5	CORE	Process formal grievances
E5	CORE	Process Privacy Act requests
E4	CORE	Process Unauthorized Absentee (UA) paperwork
E4	CORE	Report Sailors' disciplinary findings to personnel support activity
E7	CORE	Review command endorsement to Privacy Act requests
E7	CORE	Review command endorsements of Freedom of Information Act (FOIA) requests
E6	CORE	Review Complaints of Wrongs

LEGAL DOCUMENT PREPARATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft legal memoranda
E4	CORE	Draft Powers of Attorney (POA)
E4	CORE	Prepare administrative separation documents
E5	CORE	Prepare affidavits
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare Article 31 Uniform Code of Military Justice (UCMJ) warnings
E5	CORE	Prepare Article 64 (Review by a Judge Advocate) letter/court order
E6	CORE	Prepare Boards of Inquiry and Courts of Inquiry documents
E6	CORE	Prepare delivery of personnel agreements
E4	CORE	Prepare drug laboratory report requests
E5	CORE	Prepare estate planning documents (e.g. wills, trusts, etc.)
E4	CORE	Prepare findings and sentencing worksheets
E5	CORE	Prepare immigration and naturalization documents
E4	CORE	Prepare legal statistical/data reports
E4	NON-CORE	Prepare liberty risk program documents
E4	CORE	Prepare motions and pleadings
E5	CORE	Prepare Non-Judicial Punishment (NJP) appeal endorsements
E4	CORE	Prepare Non-Judicial Punishment (NJP) notification forms
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents
E5	CORE	Prepare post-trial Summary Courts-Martial (SCM) documents
E5	CORE	Prepare pre-trial agreements
E4	CORE	Prepare Report and Disposition of Offenses (NAVPERS 1626/7)
E4	CORE	Prepare restriction and extra duty orders
E5	CORE	Prepare search and seizure documents
E5	CORE	Prepare separations in lieu of trial by court-martial requests
E6	CORE	Prepare Staff Judge Advocate Recommendations (SJAR)
E6	CORE	Process Freedom of Information Act (FOIA) requests
E4	CORE	Process letters of indebtedness
E4	CORE	Produce official transcripts of formal proceedings

LEGAL RESEARCH AND INVESTIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Advise suspects of Article 31 Uniform Code of Military Justice (UCMJ) rights
E5	CORE	Conduct claims investigations
E4	NON-CORE	Conduct client conflict checks
E6	CORE	Conduct command investigations
E7	CORE	Conduct inquiries into reports of offenses
E5	CORE	Conduct legal assistance screening interviews
E4	CORE	Conduct legal research

E6	CORE	Conduct Line of Duty (LOD) investigations
E5	CORE	Interview witnesses
E6	CORE	Investigate dependent non-support complaints
E6	CORE	Investigate paternity complaints
E5	CORE	Prepare administrative investigation endorsements
E6	CORE	Prepare administrative investigation letters of report
E6	CORE	Process Line of Duty (LOD) investigation reports
E6	CORE	Review administrative investigation reports
E6	CORE	Review claims investigations
E5	CORE	Review criminal investigation reports

PERSONNEL LEGAL SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Conduct administrative separation processing counseling
E5	NON-CORE	Conduct Board of Corrections Naval Review (BCNR) counseling
E5	NON-CORE	Conduct immigration and naturalization counseling
E6	NON-CORE	Conduct indebtedness counseling
E6	CORE	Conduct outreach services (e.g. waterfront briefs, pre-deployment briefs, etc.)
E7	CORE	Coordinate delivery of personnel to foreign authorities
E5	CORE	Coordinate preventive law program roadshows
E6	CORE	Coordinate ships' return to home port customs clearance
E6	CORE	Counsel victims/witnesses regarding legal rights and resources available
E4	CORE	Perform federal notary duties
E6	CORE	Provide emergency legal services triage
E6	CORE	Provide procedural and regulatory guidance to Command leadership
E6	CORE	Provide Sailor guidance on family support obligations
E6	CORE	Represent command interests as recorder in Administrative Separation (ADSEP) Board proceedings

PROFESSIONAL DEVELOPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct internal professional development training
E7	CORE	Determine external legal readiness requirements
E5	CORE	Develop preventive law program materials
E5	CORE	Develop training to promote legal readiness
E7	CORE	Identify requirements for internal professional development

Job Title

Law Office Clerk

Job Code

001482

Job Family

Office and Administrative Support

NOC

TBD

Short Title (30 Characters)

LAW OFFICE CLERK

Short Title (10 Characters)

LAW CLERK

Pay Plan

Enlisted

Career Field

LN

Other Relationships and Rules

Not applicable, based upon the NEC assigned to the job (if any).

Job Description

Law Office Clerks work under the supervision of attorneys and paralegals to prepare and process legal documents and papers, such as tax forms, legal assistance documents, summonses, subpoenas, complaints, appeals, motions, pleadings, and pretrial agreements; serve as court reporters and provide clerical support for the conduct of administrative investigations; mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials; receive and place telephone calls, schedule and make appointments, make photocopies of correspondence, documents, and other printed matter; organize and maintain law libraries, correspondence and case files; assist attorneys in collecting information such as employment, medical, and other records; attend legal meetings, such as client interviews, hearings or depositions, take notes, draft and type office memos, review legal publications; and perform data base searches to identify laws and court decisions relevant to pending cases.

DoD Relationship

Group Title

Administration

DoD Code

151000

O*NET Relationship

Occupation Title

Legal Secretaries

SOC Code

43-6012.00

Job Family

Office and Administrative Support

Skills

Writing

Coordination

Critical Thinking

Reading Comprehension

Management of Material Resources

Speaking

Time Management

Active Listening

Learning Strategies

Judgment and Decision Making

Abilities

Deductive Reasoning

Written Expression

Information Ordering

Written Comprehension

Oral Expression

Inductive Reasoning

Originality

Selective Attention

Speed of Closure

Time Sharing

COURT AND COURT DOCUMENTS

Paygrade

Task Type

Task Statements

E4

CORE

Manage courtroom schedules

E4

CORE

Monitor voice recording equipment that produce official transcripts of formal proceedings

E4

CORE

Prepare courtrooms for trials and hearings

E4

CORE

Provide post-trial confinement support

E5

CORE

Provide subpoena service

E6

CORE

Review motions and pleadings

EVIDENCE COLLECTION AND SAFEGUARDING

Paygrade

Task Type

Task Statements

E4

CORE

Mark exhibits

E5

CORE

Review evidence to determine relevancy and authenticity

LAW OFFICE ADMINISTRATION

Paygrade

Task Type

Task Statements

E5

CORE

Assemble Special Courts-Martial/General Courts-Martial (SPCM/GCM) Records of Trial (ROT)

E5

CORE

Assemble Summary Courts-Martial (SCM) Records of Trial (ROT)

E4	CORE	Create legal files
E4	CORE	Distribute Records of Trial (ROT)
E4	NON-CORE	Mail serialized correspondence
E4	CORE	Maintain legal directives and publications
E4	CORE	Maintain legal files
E4	CORE	Maintain unit punishment books
E4	CORE	Notify personnel of trial information
E4	CORE	Prepare charge sheets
E4	NON-CORE	Prepare standard naval correspondence
E4	CORE	Process Unauthorized Absentee (UA) paperwork
E4	NON-CORE	Provide notification/service of charges
E4	CORE	Report Sailors' disciplinary findings to personnel support activity

LEGAL DOCUMENT PREPARATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E4	CORE	Draft legal memoranda
E4	CORE	Draft Powers of Attorney (POA)
E4	CORE	Prepare administrative separation documents
E4	CORE	Prepare appointing and convening orders
E4	CORE	Prepare Article 31 Uniform Code of Military Justice (UCMJ) warnings
E4	NON-CORE	Prepare confinement orders
E4	CORE	Prepare drug laboratory report requests
E4	CORE	Prepare findings and sentencing worksheets
E4	CORE	Prepare legal statistical/data reports
E4	NON-CORE	Prepare liberty risk program documents
E4	CORE	Prepare motions and pleadings
E4	CORE	Prepare Non-Judicial Punishment (NJP) notification forms
E4	CORE	Prepare post Non-Judicial Punishment (NJP) documents
E4	CORE	Prepare Report and Disposition of Offenses (NAVPERS 1626/7)
E4	CORE	Prepare restriction and extra duty orders
E4	NON-CORE	Prepare Sailors in deserter status paperwork
E4	NON-CORE	Prepare Unauthorized Absentee (UA) paperwork
E4	CORE	Process letters of indebtedness
E4	CORE	Produce official transcripts of formal proceedings

LEGAL RESEARCH AND INVESTIGATION

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	CORE	Advise suspects of Article 31 Uniform Code of Military Justice (UCMJ) rights
E4	NON-CORE	Conduct client conflict checks
E4	CORE	Conduct legal research

PERSONNEL LEGAL SUPPORT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct immigration and naturalization counseling
E4	NON-CORE	Conduct Personal Representation (PERSREP) screening interviews
E4	CORE	Perform federal notary duties

PROFESSIONAL DEVELOPMENT

<u>Paygrade</u>	<u>Task Type</u>	<u>Task Statements</u>
E5	NON-CORE	Conduct internal professional development training
E5	CORE	Develop preventive law program materials
E5	CORE	Develop training to promote legal readiness