

Paralegal Task Breakdown

(Skill Level 30 - Staff Sergeant)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL	SELF-DEVELOPMENT
Review an AR 15-6 Investigation	X-ALC		
Conduct Advanced Automated Legal Research	X-ALC		
Review Legal Correspondence for Errors	X-ALC		
Implement Proper Filing of Legal Actions	X-ALC		
Process Foreign Claims	X-ALC		
Prepare a Findings Worksheet	X-ALC		
Prepare a Sentencing Worksheet	X-ALC		
Prepare a Statement of Trial Results	X-ALC		
Prepare a Court-Martial Chronology Sheet	X-ALC		
Prepare a Staff Judge Advocate's Advice on Clemency	X-ALC		
Prepare a Convening Authority's Action for Clemency	X-ALC		
Assemble a Record of Trial	X-ALC		
Process a Record of Trial	X-ALC		
Conduct a Witness Interview	X-ALC		
Perform Paralegal Support Command Post Operations	X-ALC		
Prepare a Court-Martial Convening Order	X-ALC		
Prepare an Amendment to a Court-Martial Convening Order	X-ALC		
Review of a Financial Liability Assessment of Property Loss	X-ALC		
Employ Case Map Software		X	
Employ Sanction Software		X	
Prepare an Excess Leave Form		X	
Conduct Brigade Legal Operations in a Degraded Environment		X	
Draft Legal Annex to Base Operations Order		X	
Draft Legal Appendices to a Base Operations Order		X	
Prepare a Convening Authority's Supplemental Action		X	
Demonstrate Effective Army Writing for Paralegals			X-IPC 1
Conduct Initial In-Brief to AR 15-6 Investigating Officers			X-IPC 1
Facilitate Unit Level Rules for Use of Force (RUF)			X-IPC 1
Facilitate Unit Level Rules of Engagement (ROE)			X-IPC 1
Facilitate Unit Level Standing Rules of Engagement (SROE)			X-IPC 1
Provide Unit Level Law of Armed Conflict (LOAC) Training			X-IPC 1
Prepare a Charge Sheet for Referral			X-IPC 1
Prepare a Staff Judge Advocate's Pre-Trial Advice Memorandum			X-IPC 1
Process a Soldier for Pre-Trial Confinement			X-IPC 1
Process a Soldier for Post-Trial Confinement			X-IPC 1
Process Discovery			X-IPC 1
Interpret SCRA			X-IPC 1
Provide Support to Casualty Assistance			X-IPC 1
Draft Wills			X-IPC 1
Define Family Support			X-IPC 1