



## **Paralegal (5J0X1)**

Manages and performs legal functions not prohibited by statute and the Lawyers/E 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. Supervises administration of legal services and court-reporting activities.

### **Alternate Titles:**

LEGAL TECHNICIANS; LEGAL ASSISTANTS; PARALEGAL ASSISTANTS; LEGAL CLERKS; STENOGRAPHERS; COURT CLERKS

### **Duties and Responsibilities:**

#### BACKGROUND

The military has its own judicial system for prosecuting lawbreakers and handling disputes. Legal specialists and court reporters assist military lawyers and judges in the performance of legal and judicial work. They perform legal research, prepare legal documents, and record legal proceedings.

#### WHAT THEY DO

Legal specialists and court reporters in the military perform some or all of the following duties:

Research court decisions and military regulations

Process legal claims and appeals

Interview clients and take statements

Prepare trial requests and make arrangements for courtrooms

Maintain law libraries and trial case files

Type text from stenotyped records, shorthand notes, or taped records of court proceedings

Prepare records of hearings, investigations, court-martials, and courts of inquiry

#### TRAINING PROVIDED

Job training consists of 6 to 10 weeks of instruction. Course content typically includes:

Legal terminology and research techniques

How to prepare legal documents

High speed transcription

Military judicial processes

#### HELPFUL ATTRIBUTES

Helpful school subjects include business mathematics, typing, speech, and shorthand. Helpful attributes include:

Interest in the law and legal proceedings

Ability to keep organized and accurate records

Ability to listen carefully

#### SPECIAL REQUIREMENTS

Some specialties require the ability to type at a rate of 25-50 words per minute.

#### PHYSICAL DEMANDS

Good hearing and clear speech are needed to record and read aloud court proceedings. A clear speaking ability is necessary to interview clients.

#### CIVILIAN COUNTERPARTS

Civilian legal specialists and court reporters work for private law firms, banks, insurance companies, government agencies, and local, state, and federal courts. They perform duties similar to military legal specialists and court reporters. Civilian legal specialists and court reporters may also be called legal assistants, clerks, paralegal assistants, and court clerks or recorders.

#### WORK ENVIRONMENT

Legal specialists and court reporters work in military law offices and courtrooms.

#### OPPORTUNITIES

The services have about 3,000 legal specialists and court reporters. On average, they need about 200 new specialists and court reporters each year. After training, they work under an attorney or legal office. With experience, legal specialists and court reporters perform more demanding activities. In time, they may become supervisors of other legal specialists and court reporters.