



## Paralegal Specialist (27D)

A Legal Specialist is an integral part of the Army's judicial system. They assist judges, Army lawyers and unit commanders with legal matters and judicial work. The Legal Specialist provides legal and administrative support in such diverse areas as international law, contract law, defense legal services and judicial legal services. A Legal Specialist is involved in:

- Researching court decisions and Army regulations
- Processing legal claims and appeals
- Preparing records of hearings, investigations, court-martials and courts of inquiry

### REQUIREMENTS

A high school degree and a typing speed of over thirty words per minute are required. Good hearing and clear speech are assets if you're required to read aloud at court proceedings.

### TRAINING

Job training for a Legal Specialist consists of 10 weeks, three days of instruction, where you'll learn:

- Legal terminology and research techniques
- How to prepare legal documents
- High-speed transcription
- Army judicial process

### HELPFUL SKILLS

Helpful attributes include:

- Interest in the law and legal proceedings
- Ability to keep organized and accurate records
- Interest in business, mathematics, typing and speech
- Ability to listen carefully and retain information

### ADVANCED RESPONSIBILITIES

Advanced level Legal Specialists supervise the operation of a command section or legal office. Advanced level Legal Specialists act as technical

guides to other soldiers and are in charge of maintaining the law library and all section files and records.

#### **RELATED CIVILIAN JOBS**

In the civilian world, Legal Specialists may be referred to as legal assistants, clerks, paralegal assistants and court clerks or recorders. Civilian legal specialists can work for private law firms, banks, insurance companies, government agencies and local, state and federal courts.

#### **RELATED ARMY POSITIONS**

Chaplain Assistant (56M)

Human Resources Specialist (42A)

Administrative Specialist (42L)

Information about this MOS provided by: [www.goarmy.com](http://www.goarmy.com)

For further information visit: [www.minnesotanationalguard.org](http://www.minnesotanationalguard.org)