

Paralegal Task Breakdown

(Skill Level 10 - Private through Specialist)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL
Conduct Automated Legal Research	X-AIT	
Prepare Military Correspondence	X-AIT	
Prepare Legal Correspondence	X-AIT	
Apply the Rules of Professional Responsibility	X-AIT	
Process Foreign Claims	X-Intro AIT	
Determine Client Eligibility for Legal Services	X-AIT	
Perform Notarial Services	X-AIT	
Draft a Power of Attorney	X-AIT	
Identify, Report, and Track Legal Significant Activities	X-AIT	
Process a Summary Court-Martial	X-AIT	
Prepare a Charge Sheet for Preferral	X-AIT	
Prepare a Warrant or Order for Electronic Communication	X-AIT	
Facilitate an Article 32 Preliminary Hearing	X-AIT	
Prepare a Record of Trial by Summary Court-Martial	X-AIT	
Prepare a Confinement Order	X-AIT	
Prepare a Record of Summarized Proceedings under Article 15, UCMJ	X-AIT	
Prepare a Record of Formal Proceedings under Article 15, UCMJ	X-AIT	
Prepare Supplemental Action for Article 15, UCMJ	X-AIT	
Prepare a Summarization of Testimony	X-AIT	
Employ the Manual for Courts-Martial	X-AIT	
Employ Military Justice Online	X-AIT	
Prepare an Administrative Separation of an Enlisted Member	X-AIT	
Conduct a Witness Interview	X-Intro AIT	
Employ the Military Judge's Benchbook	X-Intro AIT	
Employ Adobe Pro		X
Apply Knowledge of the Office of the Staff Judge Advocate Operations		X
Employ Client Information System		X
Perform Logistical Support for Courts-Martial		X
Process an Administrative Separation of an Enlisted Member		X
Process a Witness for Trial		X
Draft a Subpoena		X
Assemble RCM 1106 Matters for Defense		X