

Paralegal Task Breakdown

(Skill Level 10 - Private through Specialist)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL	SELF-DEVELOPMENT
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		
Employ the Military Judge's Benchbook	X-AIT		
Process an AR 15-6 Investigation	X-AIT		
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	
Process a Claim Under Article 139, UCMJ		X	
Employ Adobe Pro		X	X
Apply Knowledge of the Office of the Staff Judge Advocate Operations		X	X