

Paralegal Task Breakdown

(Skill Level 20 - Sergeant)

TASK	INSTITUTIONAL	ORGANIZATION/OPERATIONAL	SELF-DEVELOPMENT
Preform an Initial Review of a Line of Duty Investigation	X- Law for Paralegal		
Process a Financial Liability Assessment of Property Loss	X- Law for Paralegal		
Conduct a Legal Briefing		X	
Process a Chapter 10 Administrative Separation		X	
Prepare a Victim/Witness Notification Utilizing DD Form 2704		X	
Process an Officer Elimination		X	
Process Immigration / Citizenship Action		X	
Process a Military Justice Report		X	X
Employ Advanced Military Justice Online		X	X