

PARALEGAL

RAPIDS: 1003D

O*NET/SOC: 23-2011.00

REVISION DATE: 10/2019

TRADE DESCRIPTION: Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Applicable Ratings/MOS/NEC

USMC MOS: 4421

USCG: None

USN: LN

USA MOS: None

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any trade related schools/courses totaling 288 hours.

Additional Requirement:

USN LN Legal Assistance Paralegal course (S-512-0002) or Legalman course (S-512-0010).

Total Hours: **4000**

Skill	Description	Hours
A	RESEARCH -- Prepare for trial by performing tasks such as organizing exhibits.	1500

	<ul style="list-style-type: none"> -- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents. -- Keep and monitor legal volumes to ensure that law library is up-to-date. 	
B	<p>APPRAISING AND INVENTORY</p> <p>Appraise and inventory real and personal property for estate planning.</p>	200
C	<p>INVESTIGATION</p> <p>Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.</p>	1000
D	<p>AFFIDAVITS</p> <p>Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.</p>	200
E	<p>SUBPOENAS</p> <p>Direct and coordinate law office activity, including delivery of subpoenas.</p>	200
F	<p>LAW OFFICE OPERATION</p> <ul style="list-style-type: none"> -- Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements. -- Call upon witnesses to testify at hearing. -- Meet with clients and other professionals to discuss details of case. -- File pleadings with court clerk. -- Arbitrate disputes between parties and assist in the real estate closing process, such as by reviewing title searches. 	900