

Work Processes Schedule

PARALEGAL (PROFESSIONAL & KINDRED)

RAPIDS: 1003N

O*NET/SOC: 23-2011.00

REVISION DATE: 12/2014

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.

Applicable Ratings/MOS

USMC MOS 4421

USCG YN

USN LN

Related Instruction

Any trade related schools/courses totaling 432 hours.

Additional Requirement

USN LN Legal Assistance Paralegal course (S-512-0002) or Legalman course (S-512-0010). USCG YN must have a paralegal school.

Total Hours: **6000**

Skill	Description	Hours
A	<p>RESEARCH</p> <p>Research law and prepares documents to assist a lawyer. Research and analyze law sources such as; statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents such as; briefs, pleading, appeals, wills, contracts, initial and amended articles of incorporation, stock certificates and other securities, buy-sell agreements, closing papers and binders, deeds, and trust instruments for review, approval, and by use by the attorney.</p>	2000
B	<p>APPRAISING AND INVENTORY</p> <p>Appraise and inventory real and personal property for estate planning.</p>	300
C	<p>INVESTIGATION</p> <p>Investigate facts and law of case to determine causes of action and to prepare case accordingly. File pleading with court clerk.</p>	1000
D	<p>AFFIDAVITS</p> <p>Prepare affidavits of documents and maintain document files.</p>	500
E	<p>SUBPOENAS</p> <p>Deliver or direct delivery of subpoenas to witnesses and parties to action.</p>	200
	<p>LAW OFFICE OPERATION</p> <p>Direct and coordinate activities of law office employees. Prepare office accounts and tax</p>	

returns. Act as a law librarian, keeping and monitoring legal volumes and ensuring legal volume are up to date. Search patent files to ascertain originality of paten application.