

**IOWA ARMY NATIONAL GUARD
M-DAY VACANCY ANNOUNCEMENT**

POSITION VACANCY NUMBER: MDV #25-025

CLOSING DATE: Indefinite

UNIT/DUTY LOCATION: JFHQ / Johnston

MINIMUM RANK TO APPLY: SGT (P)

DUTY MOS: 27D30

DUTY POSITION: Paralegal NCO

FULL-TIME STAFF POC: SSG Soleil Yowler

PHONE: (515) 252-4308

LEADERSHIP POSITION/TYPE: No / N/A

ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION

GENERAL REQUIREMENTS:

1. Not currently “Flagged from Favorable Personnel Actions” or under a “Bar to Reenlistment.”
2. Must be qualified as a **27D** to apply for this vacancy.
3. Must be able to meet the required service obligation (minimum of 12 months from course completion).
4. A Soldier who has a remaining contractual service obligation due to an incentive contract for a specific MOS or UIC may apply for non-standard vacancies but will lose remaining incentive payments with the possibility of recoupment, as applicable.
5. Must not be currently stagnant on NCOES/PME. (to include DLC requirements).
6. Soldiers applying for a position of higher grade must be on the current promotion list. Soldiers command removed or self-removed from promotion consideration are not eligible to apply.

SUMMARY OF DUTIES:

Paralegal specialists administer and supervise the provision of legal services to unit commanders and staff and assist judge advocates/attorneys in providing professional legal services in diverse legal disciplines, including: organizational legal services (military justice, legal assistance, claims, administrative law, international law, operational law, and contract law); defense legal services; and judicial legal services.

1. Supervises the operation of an installation legal office or section of a major command legal office. Plans, task-organizes, and provides logistical support to subsections. Coordinates the requisition and assignment of installation paralegal specialists/NCOs. Develops and implements installation training of paralegal specialists/NCOs.
2. Supervises the operation of a command legal office. Trains and provides guidance to subordinates on complex legal administrative issues. Coordinates with units concerning taskings and training of paralegal specialist and noncommissioned officers. Conducts extensive legal research. Adjudicates personal property claims.

Application Documentation:

A complete application packet consists of the following documents:
(Packets will be in the following order)

1. Vacancy Announcement
2. Soldier Selection Board Record Brief
3. Last 3 NCOERs (if applicable)
4. APFT and Weigh Control History (DTMS History Report Printout)
5. MedPros Printout
6. Memo of Non-Flagging Actions (Must be signed by 1SG or Commander)
7. Incentives Counseling
8. ACASP supporting documentation (if applicable)

Application Instructions:

Documents need to be scanned as **one PDF labeled as Vacancy# Last name i.e. MDV 20-001 Snuffy**. Do not scan documents individually.

Where to forward application:

Mail: The Adjutant General of Iowa, ATTN: NGIA-PER-EPM, 7105 NW 70th Ave, Johnston, Iowa 50131-1824

E-Mail (Preferred method): Applications can be emailed to nq.ia.iaarnq.list.per-epm@army.mil.

The subject line of the email will be marked as "Application Packet for M-Day Vacancy #____."

Applications must be received and stamped into this office no later than 1630 on the closing date of announcement. Incomplete or late packets will not be accepted.

**Documents need to be scanned as one PDF. Do not scan documents individually.
Packets not scanned as one document will be returned without action.**

Notification Instructions:

Notifications of selection/non-selection will be sent to the Soldier's Enterprise e-mail address via MSC PSNCO.

Questions concerning the contents of this notice may be directed to the Full Time Support POC listed on the front of this announcement.