



Feature

## Legal Careers in the Navy

Ask Sailors in the fleet who has given them the most support and the reply might be the individuals in the Navy legal field. Keeping track of records, monitoring official publications, and managing office functions and official protocol is no easy task. Individuals in the legal field use their mental, communication, and writing skills to help keep the Navy and its personnel organized and in compliance with rules and regulations.



### What Will You Do?

As a part of the Navy legal field, you could assist Judge Advocate General (JAG) Officers in the litigation of military cases. Or you might work on an Admiral’s staff preparing official correspondence and reports. Sailors in this field are

relied upon for their intelligence and ability to work with little supervision. Their skills may assist anyone in the Navy, from a seaman to an Admiral, and their knowledge and advice has helped countless Sailors throughout the fleet. Some of your duties as a member of the legal field could include:

- Provide assistance to JAG Officers, Sailors, and their families
- Serve as office managers
- Assist in the preparation of legal forms, letters, and requests
- Maintain records and official publications
- Prepare official accounts of hearings, investigations, courts-martial, and courts of inquiry
- Process appeals
- Perform various administrative and clerical duties

### Skills and Training

The training you can expect in this field includes classroom and group instruction in Navy legal, administrative, and clerical functions, as well as participation in practical applications. Good hearing, speaking, and writing skills are highly desirable in this field, as is attention to detail and typing skills.

As part of the Navy’s legal specialty, your training might prepare you for future civilian careers such as:

- Office Manager
- Legal Assistant
- Legal Secretary
- Stenographer
- Personnel Clerk
- Shorthand Reporter
- Computer Peripheral-Equipment Operator
- Court Reporter

The Navy is always looking for intelligent and articulate individuals to work in the legal field. Placement in this field is excellent for qualified individuals.

### Earn College Credits

The Legal community provides opportunities for advanced training in areas such as paralegal, court reporting, and administrative and clerical duties. In addition, some of the training in the legal field in areas such as typing, clerical and office procedures, and legal practices translates to credit hours at the bachelor’s and associate’s degree level.

### Career Outlook

Office managers, legal professionals, and other clerical and business administrators are an integral part of the Navy and corporate America. The experience you will gain in the legal field will give you marketable skills that are valued in both the Navy and the private sector.

EmploymentCrossing is the largest collection of active jobs in the world.

We continuously monitor the hiring needs of more than 250,000 employers, including virtually every corporation and organization in the United States. We do not charge employers to post their jobs and we aggressively contact and investigate thousands of employers each day to learn of new positions. No one works harder than EmploymentCrossing.

Let EmploymentCrossing go to work for you.