



Human Resources Specialist (42A)

Human Resources Specialists are central to providing the Army with qualified Soldiers. A Human Resources Specialist primarily helps Soldiers develop their Army careers, but also provides personnel support and assistance to all divisions of the Army.

Responsibilities of the Human Resources Specialist may include:

- Organizing, maintaining and reviewing personnel records
- Entering and retrieving personnel information using computers
- Processing recommendations for awards and decorations
- Arranging awards ceremonies
- Preparing, updating and coordinating requests for evaluations
- Preparing and monitoring Soldier requests for ID cards and tags, leaves of absence and passes
- Ordering and maintaining office supplies
- Maintaining filing systems

TRAINING

Job training consists of seven to nine weeks of classroom instruction. You'll learn basic typing skills, how to prepare Army correspondence and forms, how to manage personnel records and computer update and retrieval procedures.

HELPFUL SKILLS

Helpful attributes include:

- Interest in English, speech, business administration and typing
- Ability to follow detailed procedures and instructions
- Ability to communicate and write clear instructions or correspondence
- Interest in working closely with others

ADVANCED RESPONSIBILITIES

Advanced level Human Resources Specialists provide technical assistance to other Human Resources Specialists within the same discipline.

RELATED CIVILIAN JOBS

In civilian life, a Human Resources Specialist could work in any business that requires personnel or human resources experience. The payroll, timekeeping and human resources departments of most companies require the kinds of skills that you'll acquire as a Human Resources Specialist.

RELATED ARMY POSITIONS

Chaplain Assistant (56M)

Administrative Specialist (42L)

Paralegal Specialist (27D)

Information about this MOS provided by: www.goarmy.com

For further information visit: www.minnesotanationalguard.org