



Administrative Specialist (42L)

Accurate information is crucial for planning and managing Army operations. Administrative Specialists make sure that information is recorded, stored and delivered in order to keep operations running as smoothly as possible.

Administrative Specialist duties include:

- Typing letters, reports, requisition forms and official orders
- Organizing and maintaining files and publications
- Ordering office supplies
- Greeting and assisting office visitors
- Scheduling training and leave for unit personnel
- Answering phones and providing general information

TRAINING

Job training for Administrative Specialists consists of nine weeks of Basic Training, where you'll learn basic Soldiering skills, and five weeks of classroom instruction at Advanced Individual Training (AIT), where you'll learn:

- English grammar
- Spelling and punctuation
- Typing and clerical skills
- Proofreading
- Setting up and maintaining filing and publication systems
- Preparing forms and correspondence in Army style

HELPFUL SKILLS

Helpful attributes include:

- Interest in English, mathematics, business administration and typing
- Preference for office work
- Interest in keeping organized and accurate records
- Ability to organize and plan
- Interest in operating typewriters, computers and other office machines

ADVANCED RESPONSIBILITIES

Advanced level Administrative Specialists have the added responsibility of providing technical guidance on administrative matters to other soldiers. Advanced level Administrative Specialists also proofread correspondence for format and content, answer staff inquiries and advise soldiers on administrative and clerical matters.

RELATED CIVILIAN JOBS

There isn't an office anywhere that doesn't need a highly qualified administrative employee. Your Army training as an Administrative Specialist will be extremely valued in positions such as clerk typists, secretaries, general office clerks, administrative assistants or office managers.

RELATED ARMY POSITIONS

[Chaplain Assistant \(56M\)](#)

[Human Resource Information System Management Specialist \(42F\)](#)

[Human Resources Specialist \(42A\)](#)

[Paralegal Specialist \(27D\)](#)

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

For further information visit: www.minnesotanationalguard.org