**HR General Clerk II (Automation/Retirement Services)**

**Security Clearance:** Preferred  
**Certifications:** CompTIA Security+, **HR certifications** preferred (e.g., SHRM-CP, PHR)  
**Education:** **Associate’s degree** in **Human Resources**, **Business Administration**, or related field; **Bachelor’s degree** preferred.

**Job Summary:**  
The **HR General Clerk II (Automation/Retirement Services)** will assist in the automation and processing of **HR transactions** for **retirement services**. This role involves managing **personnel data**, ensuring proper integration with **HR systems**, and verifying **security clearance** compliance.

**Key Responsibilities:**

* Process **personnel data**, manage **retirement services records**, and ensure compliance with **IPPS-A**, **DEERS/RAPIDS**, and **ATRRS**.
* Assist in automating **HR processes** for enhanced efficiency and accuracy in personnel management.
* Verify **personnel security clearances** and ensure all **HR records** comply with **Army security policies** (PWS 5.2.7.1-10).
* Maintain **personnel file management** in alignment with **Army policies** and **HR systems**.
* Additional duties as assigned by the **PM** or **COR** to support HR automation and retirement services.