**HR General Clerk III (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 III (Automation/Retirement Services)** will be responsible for processing HR transactions, ensuring seamless automation of HR functions, and managing **retirement services**. The role will also involve maintaining compliance with **Army regulations** and ensuring secure access to HR data.

**Key Responsibilities:**

* Process **personnel transactions**, including **in/out processing**, **assignments**, and **retirement services** in accordance with **PWS guidelines**.
* Ensure the correct use of **HR systems** such as **IPPS-A**, **DEERS/RAPIDS**, and **ATRRS** for processing and maintaining personnel records.
* Assist in **data entry**, **file management**, and **document processing** for HR functions.
* Ensure **compliance with security protocols**, including **CAC issuance**, **access control**, and **background checks**.
* Monitor automated processes for efficiency and report any system failures or discrepancies to **Project Manager**.
* Additional duties as assigned by the **PM** or **COR** to support HR operations and security functions.