

ARMY COMMAND SUPPORT CLERK

In this role, you'll experience administrative functions like none other in the nation. This isn't your average office job. You'll have the opportunity to work in a range of environments, as well as with Navy and Air Force operations when needed. If you're keen for an organisational challenge that you can't do anywhere else, this could be the career for you.



YOUR DAY-TO-DAY

You'll play a pivotal role in the management and wellbeing of members in each Army unit. If there's an issue, you'll be the first point of contact for it.

Unlike most other office jobs, you'll also take part in soldiering and exercises. Your environment may change regularly, but your responsibilities will be consistent – always working towards the goal of helping the Army run efficiently.

Your duties may include:

- **Pay and Personnel Administration** – Provide administrative and payroll support directly for Army personnel.
- **Resource and Financial Management** – Conduct financial resource management, clerical, administrative, resource and financial management duties.
- **Staff Clerk** – Perform administrative and clerical support functions, such as assisting with planning, coordinating tasks and operational support requirements (including financial management and training support).
- **Data Analysis** – Review data to inform conclusions and support decision-making.

HOW YOU'LL PROGRESS

Opportunities for progression and upskilling continue throughout your career. As you progress, the Army will provide you with development opportunities to assist you with your increasing leadership responsibility, as well as further education and specialised training to strengthen your skillset. This will help you to

command and run a highly skilled team of soldiers and the employment of their equipment.

WHERE YOU'LL WORK

You could be posted to Army or broader ADF and Special Operations units, both domestically and internationally. Primary Army locations include Adelaide, Brisbane, Darwin and Townsville. There may be opportunities to post to other locations based on service needs, career development needs and individual preferences.

As you progress to higher ranks, you may have more overseas posting opportunities than most other Army trades.

HEALTH AND FITNESS

To join the ADF, you must be healthy and physically fit. You'll also be required to successfully pass a physical fitness assessment as part of the entry requirements based on the following:

Female:

- Sit-ups (feet held): 20
- Push-ups: 4
- Shuttle Run Score: 6.1.

Male:

- Sit-ups (feet held): 20
- Push-ups: 8
- Shuttle Run Score: 6.1.

Once you join, you will be required to maintain your fitness standards throughout career, including at Initial Military Training where you will complete another fitness assessment.

MILITARY TRAINING

- 🕒 **Course:** Army Recruit Course
- 🕒 **Duration:** 13 weeks
- 📍 **Location:** Kapooka, Wagga Wagga, NSW

During training, you'll take part in physical training, weapon handling, and shooting, first aid, drill, and field craft. You'll be challenged both mentally and physically.

Although it can be demanding, most recruits gain a sense of achievement, purpose, and confidence during basic training, and on completion of the course feel justifiably proud of what they have accomplished. The priority of our instructors is to help you succeed.

Key components of the course include:

- **Physical fitness:** Structured training to improve strength, endurance, and overall fitness, preparing you for the physical demands of Army life.
- **Field Craft:** Learn how to live and operate in field conditions, including camouflage, movement techniques, and working in outdoor environments.
- **Weapons Handling and Marksmanship:** Safe handling, maintenance, and use of Army-issued weapons, and participating in live-fire exercises.
- **Drill and Discipline:** Develop attention to detail, teamwork and discipline through parade drill and military routine.
- **First Aid and Battlefield Casualty Care:** Gain essential life-saving skills and learn how to respond to injuries in both training and operational environments.
- **Military Skills and Knowledge:** Introduction to Army structure, values, customs, and basic soldier responsibilities.
- **Resilience and Teamwork:** Build mental resilience and learn to work effectively within a team in high-pressure situations.

On successful completion of the Army Recruit Course, you'll participate in a Graduation Parade and have the opportunity to invite family and friends to view the parade. You'll then move on to your Initial Employment Training (IET), where you'll learn the specific skills required for your chosen role.

EMPLOYMENT TRAINING

- 🕒 **Course:** The Clerks Course
- 🕒 **Duration:** Approximately 2 months
- 📍 **Location:** RAAF School of Administration and Logistics Training (RAAFSALT), RAAF Base Wagga, NSW

This course will provide you with the required service-specific knowledge, skills and attributes to provide pay and personnel administration advice and to work effectively and professionally in undertaking the roles and responsibilities of a HR Administrator.

This course is delivered through a combination of online training and in-person by qualified RAAFSALT facilitators (Air Force and Army personnel).

Topics covered on the Common Training Course alongside Air Force trainees are:

- communication skills
- use of business technology
- information management
- Defence writing
- personnel administration
- travel administration
- cash office / Imprest accounts.

In addition to the above, Army students also cover the following on the Single Service Specific Module:

- Army and Corps history
- Army records management
- delivery of payroll services
- Command support services on operations
- operate HF and VHF radios.

SALARY

You'll be paid while you train, and on completion of your Initial Military Training and Employment Training, you'll earn at least:

YOUR STARTING SALARY



FROM
\$60,517 AUD PER YEAR

YOUR SALARY ONCE TRAINED



FROM
\$82,322 AUD PER YEAR