

# ADM—Finance Clerical & Assistant Competencies

(Revised 03-28-2005)

This Matrix is a one-page snapshot of all the competencies associated with this Learning Category or Competency Group. To review the competency descriptions, jobs, and task statements associated with these competencies, use this [link](#).

## Advanced-Level Competencies

				<b>Full Level Competencies</b>		NPS	
						OPM	
						NPS	
		<b>Intermediate Level Competencies</b>				OPM	<ul style="list-style-type: none"> <li>1 Customer Service</li> <li>2 Reasoning</li> <li>3 Self-Management</li> <li>4 Teamwork</li> </ul>
						NPS	
						OPM	
		<b>Entry Level Competencies</b>				NPS	
						OPM	
						NPS	
						OPM	<ul style="list-style-type: none"> <li>1 Arithmetic</li> <li>2 Mathematical Reasoning</li> <li>3 Conscientiousness</li> <li>4 Flexibility</li> <li>5 Interpersonal Skills</li> <li>6 Listening</li> <li>7 Memory</li> <li>8 Speaking</li> <li>9 Writing</li> </ul>
<b>NPS Universal Competencies</b>							
<ul style="list-style-type: none"> <li>1 Mission Comprehension</li> <li>2 Agency Orientation</li> </ul>		<ul style="list-style-type: none"> <li>3 NPS Operations</li> <li>4 Fundamental Values</li> </ul>		<ul style="list-style-type: none"> <li>5 Resource Stewardship</li> <li>6 Problem-Solving Skills</li> </ul>		<ul style="list-style-type: none"> <li>7 Communication Skills</li> </ul>	<ul style="list-style-type: none"> <li>8 Individual Development &amp; Planning</li> </ul>
<b>OPM General Competencies</b>							
<ul style="list-style-type: none"> <li>1 Honesty/Integrity</li> <li>2 Self-Esteem</li> </ul>		<ul style="list-style-type: none"> <li>3 Reading</li> </ul>					