

ADM – Human Resources Clerical and 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

				Full Level Competencies		NPS	
						OPM	
						NPS	
						OPM	
						NPS	
						OPM	
						NPS	
						OPM	
NPS							
OPM	<ul style="list-style-type: none"> 1 Arithmetic 2 Mathematical Reasoning 3 Conscientiousness 4 Customer Service 5 Flexibility 6 Interpersonal Skills 7 Listening 8 Memory 9 Reasoning 10 Self-Management 11 Speaking 12 Teamwork 13 Writing 						
NPS Universal Competencies							
<ul style="list-style-type: none"> 1 Mission Comprehension 2 Agency Orientation 		<ul style="list-style-type: none"> 3 NPS Operations 4 Fundamental Values 		<ul style="list-style-type: none"> 5 Resource Stewardship 6 Problem-Solving Skills 		<ul style="list-style-type: none"> 7 Communication Skills 	<ul style="list-style-type: none"> 8 Individual Development & Planning
OPM General Competencies							
<ul style="list-style-type: none"> 1 Honesty/Integrity 2 Self-Esteem 		<ul style="list-style-type: none"> 3 Reading 					