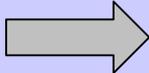
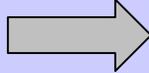
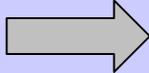


ADM – Secretary Competencies

(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](#).

		Intermediate Level Competencies		Full Level Competencies		Advanced-Level Competencies	
	NPS						
	OPM						
	NPS						
	OPM			1 Reasoning 2 Teamwork			
	NPS						
	OPM						
	NPS						
	OPM	1 Conscientiousness 2 Customer Service 3 Flexibility 4 Interpersonal Skills 5 Listening 6 Memory 7 Self-Management 8 Speaking 9 Writing					
NPS Universal Competencies							
1 Mission Comprehension 2 Agency Orientation	3 NPS Operations 4 Fundamental Values	5 Resource Stewardship 6 Problem-Solving Skills	7 Communication Skills	8 Individual Development & Planning			
OPM General Competencies							
1 Honesty/Integrity 2 Self-Esteem	3. Reading						