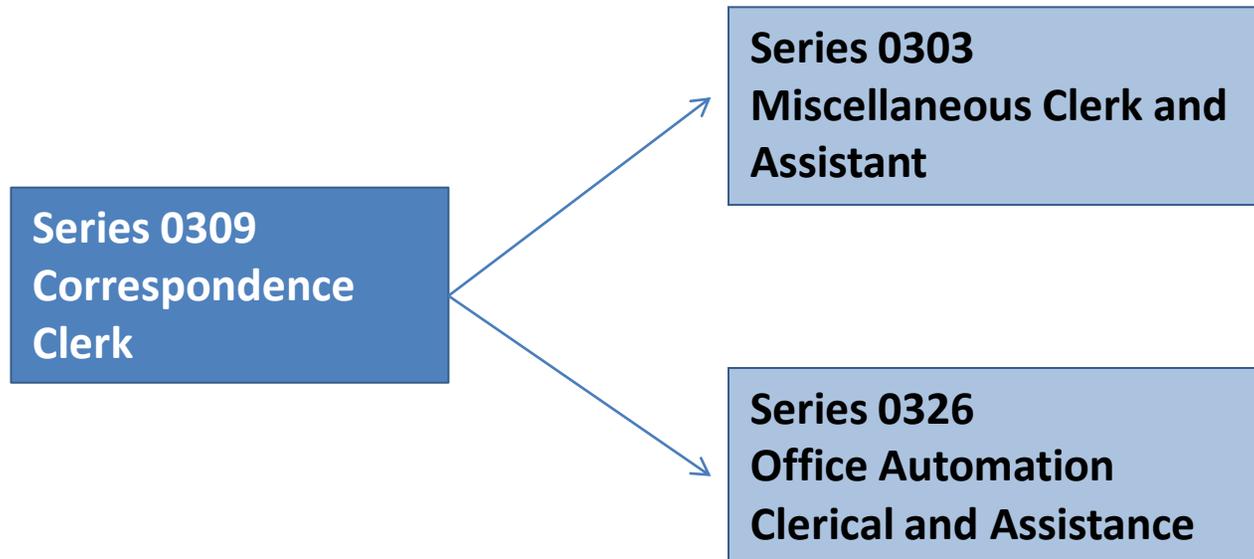


Series 0309 Correspondence Clerk -- *Career Roadmap*

		 CWDA Skill Level 1: GS 1-6	 CWDA Skill Level 2: GS 7-10
	Academic Credential Requirement:	May combine education (HS or above) and or experience to qualify. Details at: opm.gov/qualifications/standards/group-stds/gsc-cler.asp	May combine education (HS or above) and or experience to qualify. Details at: opm.gov/qualifications/standards/group-stds/gsc-cler.asp
	Competency Requirements:	-Getting Data or Information -Making Decisions and Solving Problems -Performing Administrative Activities -Updating and Using Relevant Knowledge	-Getting Data or Information -Making Decisions and Solving Problems -Performing Administrative Activities -Updating and Using Relevant Knowledge
	Experience Requirement:	For GS: Ranges from none for GS1, up to 1 year for GS5/above, depending on the grade. For details see: opm.gov/qualifications/standards/group-stds/gsc-cler.asp	For GS: Normally, 1 yr specialized experience at next lower grade required. For details: opm.gov/qualifications/standards/group-stds/gsc-cler.asp
	Other Certifications:	May require qualified typist.	May require qualified typist.
	Desired Leadership Competency Level (CLD):	Foundation	Foundation, Supervisory

Career Opportunities

Related Job Series: The chart below identifies Job Series within the occupational group with the greatest similarity in scope of work and competencies. Click on an icon to see the Career Roadmap for the Job Series.



Competencies: You may determine how closely your competencies match the related Job Series by conducting a Self- Assessment within [CWDA](#).

Additional Opportunities: You may conduct a Self-Assessment within CWDA for any Job Series represented within the Marine Corps to determine how closely your qualifications and competencies match other opportunities. For a comprehensive list of Job Series, [click here](#).