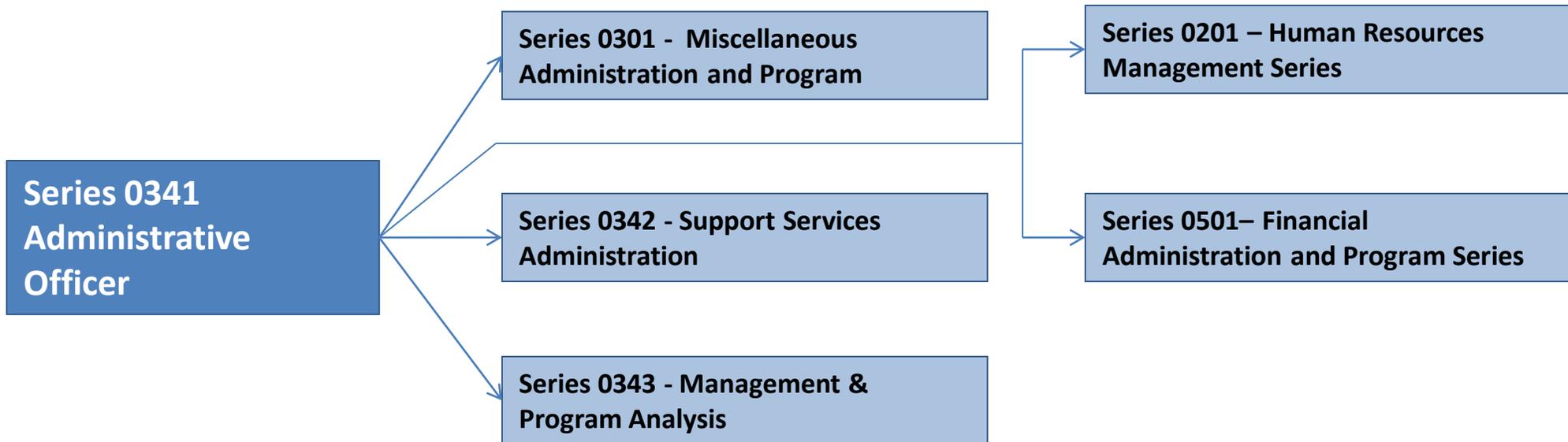


# Series 0341 Administrative Officer -- Career Roadmap

		 CWDA Skill Level 1: GS 5-7, NF 1-2	 CWDA Skill Level 2: GS 9-13, NF 3	 CWDA Skill Level 3: GS 14-15, NF 4-5
	<b>Academic Credential Requirement:</b>	Degree and or a combination of education and work experience needed to qualify. Details at: <a href="http://opm.gov/qualifications/standards/group-stds/gs-admin.asp">opm.gov/qualifications/standards/group-stds/gs-admin.asp</a>	Degree and or a combination of education and work experience needed to qualify. Details at: <a href="http://opm.gov/qualifications/standards/group-stds/gs-admin.asp">opm.gov/qualifications/standards/group-stds/gs-admin.asp</a>	Qualification for YA3/GS14 or above is based on possessing experience at GS13 level within this Job Series or an equivalent form of experience.
	<b>Competency Requirements:</b>	<ul style="list-style-type: none"> <li>-Administrative Management</li> <li>-Interacting with Computers</li> <li>-Performing Administrative Activities</li> </ul>	<ul style="list-style-type: none"> <li>-Administrative Management</li> <li>-Evaluating Information to Determine Compliance with Standards</li> <li>-Financial Management</li> <li>-Interacting with Computers</li> <li>-Monitor Processes, Materials, or Surroundings</li> <li>-Performing Administrative Activities</li> </ul>	<ul style="list-style-type: none"> <li>-Administrative Management</li> <li>-Evaluating Information to Determine Compliance with Standards</li> <li>-Financial Management'</li> <li>-Interacting with Computers</li> <li>-Management Analysis</li> <li>-Monitor Processes, Materials, or Surroundings</li> <li>-Performing Administrative Activities</li> </ul>
	<b>Experience Requirement:</b>	<p>GS5: 3yrs general experience. GS7/above: 1yr specialized experience at next lower grade. See: <a href="http://opm.gov/qualifications/standards/group-stds/gs-admin.asp">opm.gov/qualifications/standards/group-stds/gs-admin.asp</a></p> <p>NF: Direct application of OPM position classification standards supplemented by DoD guides.</p>	<p>GS: Normally, 1 yr specialized experience at next lower grade required. For details: <a href="http://opm.gov/qualifications/standards/group-stds/gs-admin.asp">opm.gov/qualifications/standards/group-stds/gs-admin.asp</a></p> <p>NF: Direct application of OPM position classification standards supplemented by DoD guides.</p>	<p>GS: Normally, 1 yr specialized experience at next lower grade required. For details: <a href="http://opm.gov/qualifications/standards/group-stds/gs-admin.asp">opm.gov/qualifications/standards/group-stds/gs-admin.asp</a></p> <p>NF: Direct application of OPM position classification standards supplemented by DoD guides.</p>
	<b>Desired Leadership Competency Level (CLD):</b>	Foundation	Foundation, Supervisory, Management	Foundation, Supervisory, Management, Executive

# 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](#).