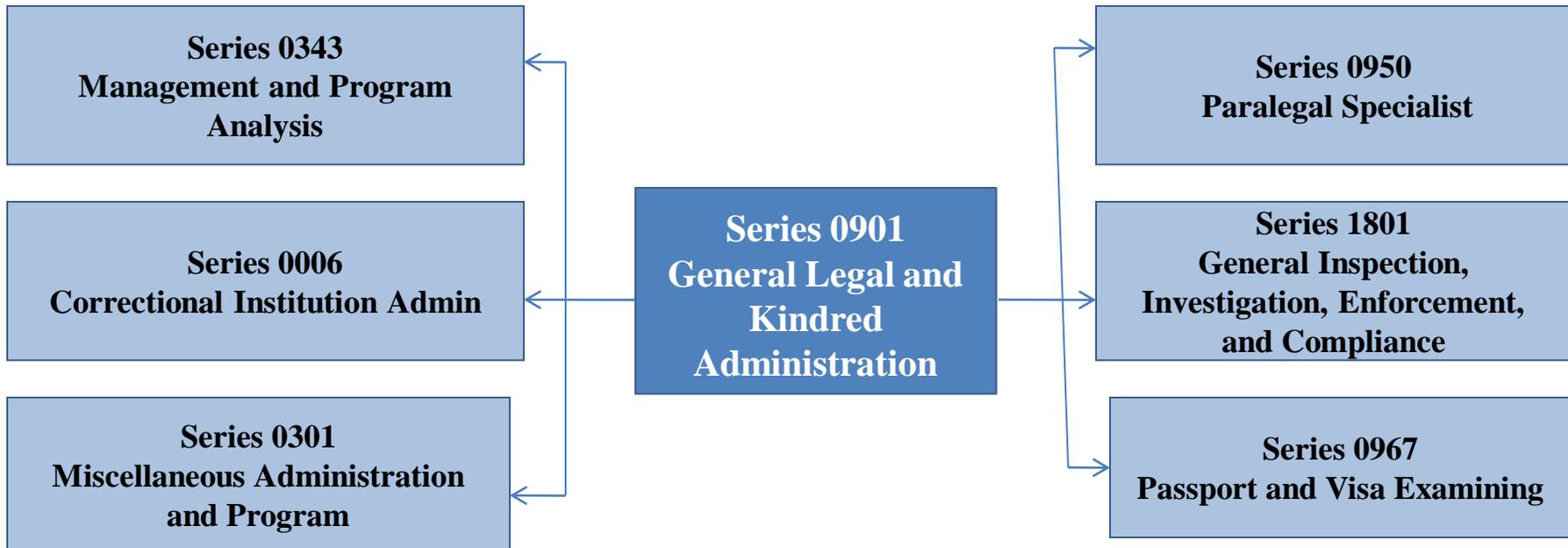


Series 0901 General Legal and Kindred Administration -- *Career Roadmap*

		CWDA Skill Level 1: GS 1-8; NH I, NJ I-II, NK I-II	CWDA Skill Level 2: GS 9-13; NH II-III, NJ III-IV, NK III	CWDA Skill Level 2: GS 14-15; NH IV
	Academic Credential Requirement:	May combine education and/or experience to qualify. Details at: http://www.opm.gov/qualifications/Standards/IORs/gs0900/0901.htm	May combine education and/or experience to qualify. Details at: http://www.opm.gov/qualifications/Standards/IORs/gs0900/0901.htm	May combine education and/or experience to qualify. Details at: http://www.opm.gov/qualifications/Standards/IORs/gs0900/0901.htm
	Competency Requirements:	Under Construction	<ul style="list-style-type: none"> • Attention to Detail • Communication • Client Relations • Draft Legal Documents • Factual Investigation • Legal Analysis and Reasoning • Mission Focus • Office Management • Performing Administrative Activities • Security 	Under Construction
	Experience Requirement:	For details: opm.gov/qualifications/standards/group-stds/gs-admin.asp	For details: opm.gov/qualifications/standards/group-stds/gs-admin.asp	For details: opm.gov/qualifications/standards/group-stds/gs-admin.asp
	Desired Experience:	<ul style="list-style-type: none"> • Strong Administrative skills: typing, filing & research • Working knowledge of unit diary (3270) • Attend 901 school • Undergraduate degree • Computer experience 		<ul style="list-style-type: none"> • Management course • Familiarity of military protocol • Organizational skills • Literary/reading comprehension • EEO • Continuous process improvement
	Desired Leadership Competency Level (CLD):	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](#).