

# NARA Competency Model

LP - Office Of Presidential Libraries

Lead Clerk GS-03

*Note: Competencies noted as "Not for selection" were rated as important to the job, but not required on entry and thus not to be used for screening candidates.*

## Core Competencies

### **Problem Solving (Makes Informed Choices)**

Gathers information from multiple sources to make day-to-day decisions. Identifies and analyzes problems and recommends ways to solve them. Looks for and suggests ways to improve processes and results.

### **Interpersonal Skills (Collaborates with Others)**

Works collaboratively with and supports others, including those with different views and perspectives. Actively shares resources and information with others to accomplish important work goals and objectives. Works to build and maintain relationships within and outside of own department or functional area.

### **Execution and Results (Demonstrates Responsibility)**

Makes a meaningful contribution to work and ensures tasks are completed accurately, efficiently, and on time. Takes personal accountability for results and contributes to the achievement of overall team goals. Displays flexibility and persistence in the face of obstacles and change.

### **Customer Service (Focuses on the Customer)**

Shows care and concern when working with internal and/or external customers. Asks questions in order to understand customer needs. Finds and uses the right resources (people, information, tools) at the right time to resolve customer requests.

### **Communication (Shares Information)**

Communicates in a respectful and professional manner. Listens to others and asks questions to learn about what is needed. Shares the right information with others when they need it. Prepares written work that is accurate and complete.

### **Organizational Awareness (Maintains Organizational Awareness) (Not for selection)**

Maintains an understanding of the agency's mission and function, including programs, policies, procedures, rules, and regulations, and uses this information when carrying out work activities. Demonstrates and communicates a strong commitment to NARA's mission and goals. Considers the impact of one's own actions and decisions on co-workers, the department, and the overall agency.

## **General Competencies**

### **Influences/Negotiates with Others**

Promotes ideas and proposals persuasively. Shapes others' opinions, convinces or persuades others, and gains support through own actions/examples or persuasion in an ethical manner. Achieves mutually satisfying agreements in negotiations with others by listening to different objectives, effectively communicating own objectives, and seeking common ground and collaborative situations.

### **Leads Teams**

Leads teams of diverse individuals that can work collaboratively to achieve business objectives, openly communicates, discusses, and works through team objectives, and promotes shared accountability for individual and team performance. Promotes coordination and teamwork, leverages team members' strengths and weaknesses, and takes steps to optimize team performance. Celebrates team successes, evaluates setbacks, and implements processes and approaches to continually improve performance and results.

### **Utilizes Computer Technology**

Utilizes computer technology and software applications (e.g., word processing, spreadsheets, databases, web-based tools) to perform work activities. Applies technologies and/or tools to improve work, productivity, or customer service.

## **Technical Competencies**

### **Conducts Clerical Activities**

Performing basic office clerical tasks such as typing, answering phones and directing calls, office filing/refiling, receiving and distributing mail, photocopying/printing, composing and proofreading correspondences, data entry, and preparing office labels, folders, or boxes for use.

### **Visitor Guidance and Tours**

Providing visitors with information about agency, or facility holdings, programs, museum and exhibits, collections, or other materials. This may also include giving guided tours or delivering brief lectures about the same. May also include providing information on the local community and other attractions.

### **Retail Operations**

Applying knowledge of retail products and operations to support retail sales. This includes maintaining the appearance of stores or display areas, marking prices, maintaining stock, and assembling/disassembling special displays. It also includes operational activities such as conducting inventory, preventing loss, packing merchandise for shipment, receiving shipments, processing online orders, and reporting sales data.

### **Cashier Operations**

Operating cash registers or similar devices to make sales and take payment for merchandise, tickets, or admission. This includes solving retail-related math problems (e.g., making change, calculating discounts), closing out registers, and reconciling receipt totals against register balances.

### **Links to Assessments (For Staffing Specialist Use Only):**

[Job Analysis Worksheet](#)

[Competency Usage Plan](#)

[Occupational Questionnaire](#)

[Structured Interview Guide](#)