



Required Competencies

Analytical Thinking

Understands situations by breaking them down into smaller events then tracing implications and organizing elements in order to explain circumstances, identify solutions and resolve problems.

Attention to Detail

Approaches work in a disciplined and orderly fashion that clearly demonstrates the ability to complete tasks in a detailed, accurate and timely manner.

Client Focus

Demonstrates a consistent high level of client service by setting priorities based on client needs and continuously seeking ways to meet and exceed client

Communication

Demonstrates an ability to communicate effectively in a wide variety of situations including: face-to-face, over the phone and in writing.

Flexibility and Adaptability

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

Teamwork and Collaboration

Demonstrates the ability to effectively collaborate on projects and achieve optimal results by working both as a member of a team and with individuals throughout the organization.

Results Oriented

Consistently demonstrates a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

Initiative

Demonstrates initiative without specific direction; completes tasks by removing barriers and locating necessary resources.

Commitment to Learning

Recognizes the need to deepen and broaden understanding through continuous learning, actively pursuing opportunities to build capabilities and knowledge.