

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
DHR Director

Max Tuitele
Deputy Director

Falo Johansson
Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Administrative Assistant I</i>		Posting Date: <i>April 29, 2026</i>	Serial No.: <i>059-26</i>
Department/Division: <i>Human & Social Services</i>		Closing Date: <i>May 04, 2026</i>	Announcement No.: <i>059-26</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-09/\$16,467 - \$41,817p.a.</i>	

General Description:

Works under the guidance and direction of the Assistant Director of the American Samoa WIC Program, and platforms related duties required.

Key Duties and Responsibilities:

- Maintains workflow by studying methods and developing reporting procedures.
- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone, route calls and take messages.
- Distribute incoming mail and prepare outgoing mail including bulk mail.
- Maintain front desk area, keeping it clean and free from clutter.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements, implementing changes.
- Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repair maintaining equipment inventories new equipment and techniques.
- Provides information by answering questions and requests.
- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: info@hr.as.gov

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- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Participates in division planning programs such as attending weekly briefings and division meetings.
- Actively participates in team decision making meetings and attends and provides input at unit and staff meetings.
- Upholds professional work ethics in the workplace and community.
- Attend conferences, workshops and training to maintain current knowledge about professional topics.
- Perform other duties as assigned by the Assistant Director.

Knowledge, Skills, and Ability:

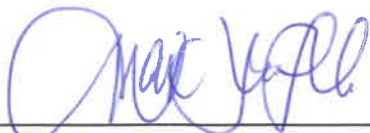
- Good reading and writing skills, plus good communication skills.
- People orientated; good at being a team player.
- Computer literate in Microsoft Word and Excel.
- Must have a driver's license.

Academic and Experience Requirements:

- Applicants must have a master's degree from an accredited university or college plus four years of work-related experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Titiaolii Dr. Asenati Ietitaia Sa'au-Umi
Director, Department of Human Resources

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