

Lemanu Peleti Mauga  
Governor

Talauega E.V. Ale  
Lieutenant Governor



Lynn Pulou-Alaimalo  
DHR Director

Max Tuitele  
Deputy Director,  
Personnel/Administration

Steve Lefiti  
Deputy Director,  
WIOA

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

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>Legal Assistant</b>		<b>Posting Date:</b> <b>November 14, 2022</b>	<b>Serial No.:</b> <b>322-22</b>
<b>Department/Division:</b> <b>Legal Affairs/ AG Office</b>		<b>Closing Date:</b> <b>November 18, 2022</b>	<b>Announcement No.:</b> <b>151-22</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS 12/ \$13,773 - \$32,623 p.a.</b>	

**General Description:**

The Legal Assistant will assist other Assistant Attorneys General for preparations of cases before (pleadings, legal memorandums, and orders) trial or prosecution. Also, the incumbent will review documents before forwarding to the Attorney General for approval. Assist in assessing problematic situations to identify causes, and/or resolve the problem by gathering relevant information, generate possible solutions and make recommendations

**Key Duties and Responsibilities:**

- Produce and file various legal documents such as appeals, motions or petitions
- Answer phone calls, take notes/messages and redirect calls when appropriate
- Facilitate the meeting of deadlines by keeping multiple agendas and provide timely reminders
- Conduct thorough statistical/documentary research
- Perform additional assignments, or other related matters assigned by Attorney General/DAG/Attorneys
- Research and authenticate important case information
- File, organize, scan, copy and fax legal documents in a timely manner
- Able to effectively prioritize and meet deadlines
- Professional in public relationships with clients
- Experience working in a relevant, fast-paced legal environment
- Record of proven negotiation and settlement skills
- Strong and successful legal research and writing skills

***This is an Equal Employment Opportunity Employer***

**Knowledge, Skills and Ability:**

- Must communicate well by speaking, listening, and writing in a clear and thorough manner
- Must have excellent skills and abilities in leadership and management
- Must be very knowledgeable with local, state, and federal laws and coordinates programs and conducting trainings for staff
- Must be trustworthy, dependable and reliable
- Must work well with manager/division head or staff
- Must foster teamwork by working cooperatively and effectively working with the program manger and others to set goals, resolve problems, and make decisions that enhance the effectiveness of program

**Academic and Experience Requirements:**

- Applicant must have a Master's degree in related field from an accredited school plus one (1) year of work related experience OR
- Bachelor's degree in a related field from an accredited school plus three (3) years of work related experience, one (1) year of which at a supervisory capacity
- Years of progressively responsible working experience may be substituted for 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,



Lynn Pulou-Alaimalo  
Director, Department of Human Resources