

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Amalutasi Lynn Pulou-Alaimalo
Director, Human Resources

Max Tuitele
Deputy Director
Personnel/Administration

Falo Johansson
Deputy Director
WIOA

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

JOB ANNOUNCEMENT

Job Title: Victim Advocate		Posting Date: December 27, 2023	Serial No.: 158-23
Department/Division: Department of Legal Affairs		Closing Date: January 19, 2024	Announcement No.: 158-23
Type of Position: Permanent	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS – 12 \$17,673-\$43,023 p.a.	

General Description:

The victim advocate will work to improve our service to the public by providing vital case management assistance, maintain client relations, and direct client assistance. Victim Advocate will be supervised by the applicable division chief/supervisor.

Key Duties and Responsibilities:

- Investigate case facts to ensure the consideration of all relevant information
- Compiling legal information and referral resources
- Develop written statements
- Conducting client intake and meeting with clients
- Researching legal questions and drafting memoranda for existing and potential cases
- Collect and record information shared by witnesses with confidentiality
- Keep witnesses informed by maintaining contact and communicating case progress
- Researching and drafting policy advocacy documents
- Track and organize files from case documents to facilitate access and availability to attorneys
- Researching and drafting materials for public education
- Provide administrative support to Assistant Attorneys General
- Performs investigating in civil cases and all other relevant matters as directed and interviews witness in such cases
- Drafts responses to inquiries and correspondence from the public

Knowledge, Skills and Ability:

- The highest levels of initiative, creativity, and good judgement
- Fluently write both in English and Samoan
- Excellent research, writing, analytical and communication skills
- Computer literacy and satisfactory knowledge of daily operations of a legal office

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139

"Commitment to Service and Integrity"

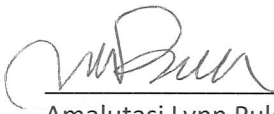
- Familiarity with laws, legal procedures and protocols, and the court system
- A commitment to actively working in alignment with other social, racial, and economic justice movements

Academic and Experience Requirements:

- Applicant must have a Master's Degree from an accredited college or university plus one year of work related experience OR a Bachelor's Degree from an accredited college or university plus three years of work related experience and one year of supervisory capacity
- Salary will commensurate with degree and 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,



Amalutasi Lynn Pulou-Alaimalo
Director, Department of Human Resources