

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Saau-Umi
DHR Director

Max Tuitele
Deputy Director

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Deputy Director

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

JOB ANNOUNCEMENT

Job Title: Chief of Collection		Posting Date: June 20, 2025	Serial No.: 082-25
Department/Division: Department of Treasury		Closing Date: June 26, 2025	Announcement No.: 082-25
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ In-House	Pay Grade and Salary Range: GS-15/\$21,715 - \$62,275 p.a.	

General Description:

Under the direct supervision of the Deputy Tax Manager – Enforcement Division, the incumbent supervises and directs the staff and the collection activities within the Collection Section, oversees the investigation and collections of delinquent taxes, secure delinquent tax returns from individuals or business firms according to prescribed laws and req, and examines and analyzes tax assets and liabilities to determine solution for resolving tax problems. Routinely recommends an appropriate remedy for the collection of delinquent taxes, such as part-payment agreements, offer in compromise, and/or seizure and sale of property. Directs the service of legal documents, such as subpoenas, warrants, notices of assessment and garnishments.

Key Duties and Responsibilities:

- Compile, reconcile, and maintain accurate and updated individual and business tax liabilities listings.
- Assign collections' cases, monitor agents' caseloads, and review all agents' workpapers and notices to ensure that all material is in compliance with the Internal Revenue Service Code (IRS) and Local Tax Law.
- Develop and communicate the goals, objectives, and collections' strategy for the Collection Section.
- Establish periodic revenue and collection targets for the Collection Section.
- Compile and prepare production, statistical, and informational reports for the Tax (Deputy Tax) Managers
- Develop and test new work procedures and automated systems for Collection Section.
- Create taxpayer assistance programs for Collection.

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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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- Provides advice and assistance to collection staff on the most unusual or complex issues or cases.
- Conducts periodic meetings with staff to discuss and resolve concerns and issues within the section.
- Keep collection staff informed of management policy, court decisions and interpretations and changes in the tax laws and regulations by writing procedure manuals, handbooks, informational bulletins and memorandums.
- Interview collection personnel and provide annual reports to ensure staffing needs.
- Perform other duties and required or assigned which are reasonably within the scope of duties enumerated above.
- In the absence of the Tax Manager and Deputy Tax Manager may be designed as acting Tax Manager.
- Assist with coordinating of the Filing Season with the Customer Service Section; serving taxpayers with income tax inquiries and filing income and withholding tax returns during the filing seasons.
- Perform other job-related duties as assigned

Knowledge, Skills, and Ability:

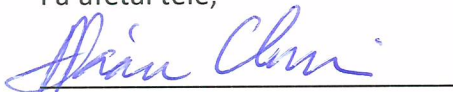
- Extensive knowledge of current ASG and Federal tax laws, rules and regulations as it relates to revenue collection.
- Extensive knowledge of the files, procedural manuals, and other related materials utilized in the research and analysis of collections cases
- Customer service guidelines and procedures.
- Supervisory skills.
- Ability to prepare and maintain statistical and informational records and reports.

Academic and Experience Requirements:

- Applicant must have a master degree from an accredited college or university plus 4yrs of relevant experience, 2yrs of supervisory capacity, OR bachelor degree plus 5yrs of relevant experience, 3yrs of supervisory
- 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,



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Director, Department of Human Resources

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