

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Saau-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>June 17, 2026</i>	Serial No.: <i>096-26</i>
Department/Division: <i>Education</i>		Closing Date: <i>June 24, 2026</i>	Announcement No.: <i>096-26</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:

Perform a variety of work assignments relating to the administrative services functions of the department or the primary office of an independent nature. The incumbent reports directly to the Principal of the School. She/He performs a variety of work assignments relating to the general operation and administrative services of the office and school.

Key Duties and Responsibilities:

- Prepares agendas and takes notes
- Keep records of all meetings
- Receives and distributes school mail
- Prepare orders of supplies and materials
- Take inventory of school furniture, materials, and supplies
- Assist with the issuance of instructional materials and supplies, including textbooks.
- Operates photocopiers, scanners, telephones, and computers
- Compiles and maintains records of office activities
- Input daily attendance of staff members in the CompuTime system
- Prepares payroll and submits it to the DOE main office
- Collects information and data for school administrators
- Coordinates substitution schedule
- Compile the school calendar of meetings and events for the school year
- Answers and direct phone calls to appropriate individuals
- Prepares office correspondence
- Calls, reports, and follow-ups on school need with the Elementary 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) 699-4481/ Email: info@hr.as.gov

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- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Principles and practices of public administration, including personnel management.
- Management of the school office
- Secondary Division organization and functions
- Prepare clear and concise correspondence and school reports
- Maintain visitor registry
- Maintain Cooperative and effective relationships with faculty, staff, and the community.

Academic and Experience Requirements:

- Applicants must have an associate degree plus 4 years of relevant work 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.

Fa'afetai tele,

 6/16/26

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

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