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Lynn Pulou-Alaimalo
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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

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| Job Title: <i>Administrative Assistant</i> | | Posting Date: <i>November 16, 2022</i> | Serial No.: <i>326-22</i> |
| Department/Division: <i>Department of Human and Social Services/ASNAP</i> | | Closing Date: <i>November 22, 2022</i> | Announcement No.: <i>155-22</i> |
| Type of Position: <i>Permanent</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:

The Administrative Assistant answers and direct phone calls; Organize and schedule appointments; Plan meetings and take detailed minutes; Write and distribute emails, correspondence memos, letters, and forms.

Key Duties and Responsibilities:

- Answer telephones and provide information/assistance
- Route callers to appropriate staff
- Take phone and visitor messages and direct them to appropriate personnel
- Compile appointment and conferences for Assistant Director in the absence of the Senior Administrative Assistant
- Maintain office filing system
- Mail outgoing correspondences and reports as needed
- Assists Senior Administrative Assistant as instructed
- Make copies of needed American Samoa Nutrition Assistance Program paperwork
- Provides assistance to manager as requested
- Perform other job related duties as assigned

Knowledge, Skills and Ability:

- Must obtain knowledge of
 - Microsoft word and excel

This is an Equal Employment Opportunity Employer

- Skills in
 - Good customer service
 - Writing skills
 - Bilingual (English and Samoan)

Academic and Experience Requirements:

- Applicant must have an Associate's Degree from an accredited college or university plus four (4) years of work related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- 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,



Lynn Pulou-Alaimalo
Director, Department of Human Resources