JOB ANNOUNCEMENT

| Job Title: Assistant Senior Compliance Review Officer | Posting Date: July 23, 2024 | Serial No.: 088-24 |
| Department/Division: Commerce | Closing Date: August 15, 2024 | Announcement No.: 088-24 |
| Type of Position: Temporary Appointment | Posting Type: Employment Opportunity/Open to the Public | Pay Grade and Salary Range: GS-10/$16,917 - $42,267p.a. |

General Description:
Compliance review of Land Use Permit Applications for minor projects and maintain Permitting review process.

Key Duties and Responsibilities:
- Department of Commerce led for minor Land Use Permit applications site visits.
- Percentage of Time.
- Assist the SCRO prepare Land Use Permits with conditions approved by the PNRS Board; generate site visit and web portal reports as well as ASCMP position papers
- Assist the SCRO prepare and verify elevation certificates for applicants
- Update ASCRO tasks for permits on the electronic database management system (ASCRO Dashboard)
- Review minor land use permits
- Conduct site inspections for minor LUP applications
- Assist the PNRS with preparing the Legal Notice and PNRS Board Agenda
- Enforcement - issue Stop Work Orders (SWO) to violators and prepare SWO report

Knowledge, Skills, and Ability:
- Customer Service skills/Interpersonal Skills in communication & writing both in English and Samoan.
- Experience in Coastal Planning or Resource Management.
- Excellent computer skills; Proficiency in Access and Word.
- Ability to input tabular data correctly and check information for accuracy.
- Knowledge of GIS software associated hardware.

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"
Academic and Experience Requirements:
- Applicant must have a bachelor’s degree from an accredited college or university plus two (2) years of 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 633-4485/633-4000.

Fa’afetel tele,

[Signature]
Max Tuttle
Acting Director, Department of Human Resources