

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**

<b>Job Title:</b> <b>Administrative Assistant I</b>		<b>Posting Date:</b> <b>February 11, 2026</b>	<b>Serial No.:</b> <b>022-26</b>
<b>Department/Division:</b> <b>Human &amp; Social Services</b>		<b>Closing Date:</b> <b>February 18, 2026</b>	<b>Announcement No.:</b> <b>022-26</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS-09/\$16,467 - \$41,817p.a.</b>	

**General Description:**

Managing and distributing information within the office.

**Key Duties and Responsibilities:**

- Answer phones and greet clients and visitors.
- Maintain Assistant Director's calendar. Schedule appointments.
- Schedule and coordinate staff meetings.
- Maintain files for the assistant director. Collect and distribute mail.
- Prepare/ compose correspondence; conduct routine roll call of employees stationed in Manu'a by telephone.
- Prepare/ submit payroll timesheets for all ASNAP employees; responsible for making sure that all necessary paperwork is completed prior to submitting the payroll package to the Finance Unit of DHSS.
- Maintains payroll and personnel records of all ASNAP employees.
- Schedule and contact clients for Fair Hearing: attend and take notes of Fair Hearings: ensure that the decision is delivered to the client on the due date: ensure that copies of dispositions issued after Fair Hearings are placed in respective client files.
- Maintain all records regarding DHSS/ASNAP vehicles in terms of maintenance, gas coupons and usage of vehicles.
- Assist Branch Managers, Unit Managers and Supervisors when deemed necessary; assist retailer unit staff when needed.
- Perform other job-related duties as assigned.

***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](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139

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**Knowledge, Skills, and Ability:**

- Good reading and writing skills, plus good communication skills.
- People oriented.
- Computer literate in Microsoft Word and Excel.
- Good organization skills.
- Team building.
- Ability to deal with changes effectively.
- Must be able to lead by example and motivate staff to do good.

**Academic and Experience Requirements:**

- Applicant must have an associate degree from an accredited college or university 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,



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

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