

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>February 11, 2026</i>	Serial No.: <i>022-26</i>
Department/Division: <i>Human & Social Services</i>	Closing Date: <i>February 18, 2026</i>	Announcement No.: <i>022-26</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:

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 / 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,



Titiaoalii Dr. Asenati Letitaia Sa'au-Umi
Director, Department of Human Resources

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