AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

<table>
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<tr>
<th>Job Title: Survey Specialist</th>
<th>Posting Date: May 26, 2022</th>
<th>Serial No.: 145-22</th>
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<tr>
<td>Department/Division: Commerce/ Statistics &amp; Analysis</td>
<td>Closing Date: June 15, 2022</td>
<td>Announcement No.: 075-22</td>
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<td>Type of Position: Permanent Appointment</td>
<td>Posting Type: Employment Opportunity/ Open to the Public</td>
<td>Pay Grade and Salary Range: GS-09/ $16,467- $41,817p.a.</td>
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General Description: As mandated by Title 13 Chapter 21 of the American Samoa Code Annotated, the Statistics Division is responsible for (1) collection and providing information required by the American Samoa Government and its subdivisions for policymaking, program planning, and implementation; and (2) effectively coordinates all phases of statistical activities in American Samoa. This position reports directly to the Assistant Chief of Statistics.

Key Duties and Responsibilities:
- Assist the lead person in the conduct of the Household Survey Capability Program;
- Collect housing data from Land Use Permitting System, the DPW Building Branch Final Inspection/Occupancy Certifications, update mapping and map spot delineations of new structures;
- Collect Business Registry data from business licensing and update Business Frames for the conduct of the Economic Census;
- Collect Agricultural Holdings and Farm data from registration systems at the ASCC Land Grant, DOA Extension and DOE School Lunch Program in preparation of sampling frame for the Agricultural Census;
- Update housing unit frame, business/establishment frame and fern units frame;
- Assist with preparation of collection geography and assignment area maps;
- Conduct range and consistency checks of field canvassing activities;
- Assist with the conduct of censuses and surveys;
- Assist with the compilations of various socio-economic statistics, from source materials and administrative records of government for the production of the Statistical Yearbook series;
- Evaluate geography results according to statistical standards;
- Assist with the conduct of inquiries on major data sourcing issues and non-compliances;
- Conduct other duties and responsibilities as directed by the Supervisor.

This is an Equal Employment Opportunity Employer
Knowledge, Skills and Ability:
➢ Must be able to understand or have knowledge of MS Window Office; Work processing, PowerPoint, Excel spreadsheet etc.
➢ Experiences in areas of data processing application and data analysis, compilation, tabulation and presentation
➢ Experiences with statistical applications such as CSPro and Microsoft Office
➢ Must have knowledge in working knowledge of MS WINDOW or Apple application for word processing, spreadsheet, and database development

Academic and Experience Requirements:
➢ Applicant must have an Associate of Arts Degree from an accredited university plus 4 years of work-related experience. An Associates of Arts Degree in General Education, Business or related field
➢ 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.

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[Signature]

Lynn Pulou-Alaimalo
Director, Department of Human Resources