

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-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>July 01, 2026</i>	Serial No.: <i>105-26</i>
Department/Division: <i>Treasury</i>		Closing Date: <i>July 09, 2026</i>	Announcement No.: <i>105-26</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:

The Administrative Assistant I is responsible for processing payments, maintaining accurate financial records, and reconciling accounts related to revenue collection. They often use accounting software and must ensure compliance with financial policies and procedures.

Key Duties and Responsibilities:

- Open revenue Batch Proof in One Solution for the Current Day – to receive payments.
- Verify cash and check information for every payment.
- For checks – stamp back side of check with “Received by Revenue” Stamp.
- Accept credit/ debit card payment only for CARD HOLDER.
- Swipe bank card according to fee utilizing TBAS bank machine.
- Enter data for account number being credit for cash/check for transaction.
- Confirm that GL account number object code, and description of payment are correct before issuing receipt.
- Print receipt, sign and present original to customer and retain cope for the endo of the day cash reconciliation.
- Responds to customer inquiries.
- Maintain and update brochures and forms for customer information.
- Prepare outgoing mail and process to various counterparts from the different government agencies.
- Confirmed with IT office means of correcting entry when posted transaction is missing from the system.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: info@hr.as.gov

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- Distributes cash book receipts and cash receipt transmittal letters to authorized personnel of other ASG Departments.

Knowledge, Skills, and Ability:

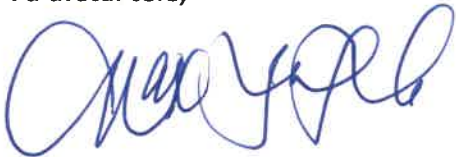
- Must have above average mathematical, analytical, communication, and organization skills.
- Must be detailed oriented.
- Ability to read and interpret policies, ordinances, rules, regulations and laws pertaining to taxes and licenses.
- Ability to operate a computer system.
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Academic and Experience Requirements:

- Applicants must have an associate degree from an accredited university or college plus four (4) years of work-related 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'afetai tele,



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

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