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Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director, Human Resources

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

JOB ANNOUNCEMENT

Job Title: <i>Administrative Assistant I (Ta'u, Manu'a)</i>	Posting Date: <i>November 24, 2023</i>	Serial No.: <i>176-23</i>
Department/Division: <i>Department of Public Works</i>	Closing Date: <i>December 15, 2023</i>	Announcement No.: <i>176-23</i>
Type of Position: <i>Permanent</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS – 09 \$16,467-\$41,817 p.a.</i>

General Description:

This position coordinates various administrative matters and conducts special studies and investigations as directed. Recommends to immediate supervisor the adoption of policies and procedures for internal use.

Key Duties and Responsibilities:

- Assists supervisor in providing information for preparation of the Manu'a M & O branch annual budget, quarterly reports and other activity reports; insures that the deadlines are met
- Arranges meetings and may represent superior or agency at meetings
- Screen phones calls and schedules appointment for superiors
- May perform a variety of administrative assignments in one or more specialized programs such as personnel, finance, supply, purchasing
- Prepares correspondences and directives as directed
- May supervise and train lower level technical and clerical personnel

Knowledge, Skills and Ability:

- Must be detail orientated and hold excellent communication, writing, and interpersonal skills
- Fluently write both in English and Samoan
- Excellent computer skills
- Check time sheets and prepares time cards of staff personnel
- Keeps records of incoming supplies and do same when issuing to staff
- Performs other duties as assigned by supervisor

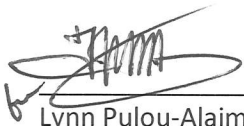
Academic and Experience Requirements:

- Applicant must have a Associate Degree from an accredited college or university plus four years of work related experience
- Salary will commensurate with degree and experience

This is an Equal Employment Opportunity Employer

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,



Lynn Pulou-Alaimalo
Director, Department of Human Resources