



**American Samoa Government  
Department of Human Resources**



**JOB ANNOUNCEMENT**

OPEN TO THE PUBLIC

DEPARTMENT / DIVISION: DEPARTMENT OF COMMERCE

**ASSISTANT SENIOR COMPLIANCE  
REVIEW OFFICER**

Posting Date: October 23, 2023 - Closing Date: November 13, 2023

Serial No.: 156-23 || Announcement No.: 156-23

Temporary Appointment || Pay Grade & Salary: GS 10 - \$16,917 - \$42,267 p.a

**GENERAL DESCRIPTION**

This position is located within the American Samoa Coastal Management Program (ASCMP) Division of the Department of Commerce (DOC), in Utulei, American Samoa.

Under direct supervision of the Project Notification Review System Coordinator, the Assistance Senior Compliance Review Officer (ASCRO) will perform all facets concerning the Land Use Permit Application. The Assistant Senior Compliance Review Officer will provide customer assistance and explain the permit process as well as collect Land Use Permit applications. The Assistant Compliance Review Officer will assist Senior Compliance Review Officer (SCRO) review all applications determined as minor projects for completeness and identify deficiencies within the application.

**KEY DUTIES & RESPONSIBILITIES**

- DOC lead for minor Land Use Permit applications site visits
- Senior Compliance Review Officer prepare Land Use Permits with conditions approved by the Project Notifications Review System Board; generate site visits and web portal reports as well as American Samoa Coastal Management Program positions papers
- Assist the Senior Compliance Review Officer to prepare and verify elevation certificates for applicants
- Update tasks for permits on the electronic database management system (ASCMP Dashboard)
- Review minor land use permits

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: americansamoagovernmenthr@gmail.com / Fax: (684) 633-1139

**"Commitment To Public Service & Integrity"**

- Conduct site inspections for minor Land Use Permit applications
- Assist the Project Notification Review System Coordinator (PNRSC) with preparing the Legal Notice and Project Notification Review System (PNRS) Board Agenda
- Enforcement - issue Stop Work Orders (SWO) to violators and prepare Stop Work Orders report
- Update Stop Order Database periodically
- Prepare Position Paper and Agenda for the PNRS meeting
- Responsible for the first review of all Minor applications prior routing to the Manager for final approval. All returned incomplete Minor folders from the Manager will be given back to the ASCRO for corrections
- Verify and Certify site plans for all minor Land Use Permit permits
- Perform other job-related duties assigned

### **KNOWLEDGE, SKILLS AND ABILITY**

- Must be detail oriented and hold excellent communication, writing, and interpersonal skills
- Fluently write both in English and Samoan
- Must have excellent computer skills
- Proficiency in Access and Word
- Must have experience Coastal Planning or Resource Management
- Knowledge of Geographical Information Systems software associated hardware
- Ability to input tabular data correctly and check information for accuracy

### **ACADEMIC AND EXPERIENCE REQUIREMENTS**

- Applicant must have an Bachelor's Degree from an accredited college or university plus two years of work related experience
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement
- Salary may 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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