



American Samoa Government
Department of Human Resources
JOB ANNOUNCEMENT



OPEN TO THE PUBLIC
DEPARTMENT / DIVISION: DEPARTMENT OF COMMERCE

ADMINISTRATIVE ASSISTANT

Posting Date: November 7, 2023 - Closing Date: November 15, 2023

Serial No.: 165-23 || Announcement No.: 165-23

Permanent Appointment || Pay Grade & Salary: GS 09 - \$16,467 - \$41,817 p.a

GENERAL DESCRIPTION

Performs a variety of complex work assignments relating to the administrative services functions of a department or a major office of independent nature. Serves in the staff capacity with full and continuing responsibility for providing a variety of administrative services essential to the direction and operation of the organization.

KEY DUTIES & RESPONSIBILITIES

- Prepares, coordinates, and follows through on fiscal and personnel management, procurement, supply and space management, and other management services pertaining to administration.
- Conduct research work, compiles data and prepares reports and assist in office annual budget preparation.
- Recommends changes of exiting and adoption of policies and procedures for internal operational use.
- Conducts efficiency studies on manpower planning and staffing, equipment utilization and space management on assignments and plans.
- Coordinates the preparation of the operation's annual and periodic reports with recommendations for appropriate action.
- Supervise and trains lower-level personnel in general clerical and technical functions.
- May participates and/or represent agency of supervisor in meetings.

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

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KNOWLEDGE, SKILLS AND ABILITY

- Principles and practices of public administration including personnel management, budget administration, organization rules and regulations; government organization and functions; research methods and techniques; report writing.
- Obtain, analyze and evaluate facts; research and interpret pertinent rules and regulations; prepare clear and concise correspondence and reports; draft policies and procedures; maintain cooperative and effective relationships with co-workers and the public; supervise and train others.

ACADEMIC AND EXPERIENCE REQUIREMENTS

- Applicant must have an associate degree from an accredited college or university 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 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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