



**American Samoa Government
Department of Human Resources**



JOB ANNOUNCEMENT

OPEN TO THE PUBLIC

DEPARTMENT / DIVISION: DEPARTMENT OF COMMERCE

BUSINESS LICENSE INSPECTOR

Posting Date: October 31, 2023 - Closing Date: November 22, 2023

Serial No.: 161-23 || Announcement No.: 161-23

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

GENERAL DESCRIPTION

The Business License Inspector (BLI) position is located at the Business Enforcement subdivision of the Business, Trade, & Investments Division (BTID) of the Department of Commerce (DOC), American Samoa Government. Business License Inspector promotes public awareness and commerce and industry in the territory.

KEY DUTIES & RESPONSIBILITIES

- The incumbent report to the Senior Business License Inspector in matters pertaining to the business licensing; land use permit; zoning variances; commerce commission; alcoholic beverage control; business license enforcement; conduct regular site inspections.
- Conducting the business licensing and enforcement program of BTID, including site inspections of all valid business license certificates in American Samoa.
- Conduct commercial transportation inspections for all buses and taxis.
- Conduct site inspection for all home rental housing and commercial rental in American Samoa.
- Prepare and submit business site report to the Senior Business License Inspector (SBLI) and the BTID Administrative Support Specialist (BTID-ASS) for Assistant Director-Business Licensing, International Trade & Investment's review prior submission to the Attorney General Office for Legal actions.
- Initial review of all New Business License Application and Business License Renewal application for processing and/or for submission for approval by the DOC Director or AD-BLITI or designee.
- Provide recommendation for Special Licensing Authorities e.g. PNRS, Zoning

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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- Board or Territorial Planning Commission prior to EDD Manager final review and approval .
- Prepare submit business site inspection reports in American Samoa by Districts, Villages, etc.
- Issue Notice of Violations and/or citation (pending legislation) to all persons engaged in a business practice without a valid business license certificate in American Samoa.
- Track, monitor, and forward all Notice Violations to the DOC Legal Counsel or BTID-ASS prior submission to the Attorney General's office for legal actions.

KNOWLEDGE, SKILLS AND ABILITY

- Knowledge of Office practices and procedures, operation of standards office machines and equipment, inter and intra departmental organizations, workflow and office procedures.
- Ability to establish and maintain effective working relationship, learn interpret and apply rules and regulations, maintain files and accurate record, analyze work problems having and administrative aspect, plan, organize and coordinate work schedule, expedite assignments when needed.
- Knowledge of Microsoft Office.
- Knowledge of the Territory's business licensing statutes, rules and regulations.
- Required to have a valid American Samoa driver license and ASG official permit issued by the ASG Department of Public Safety, Bureau of Motor vehicles.

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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