

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

Falo Johansson
Deputy Director

Lucille Thompson Leota
Acting Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Administrative Assistant II</i>	Posting Date: <i>July 02, 2024</i>	Serial No.: <i>082-24</i>
Department/Division: <i>Governors Office/American Rescue Plan Act</i>	Closing Date: <i>July 17, 2024</i>	Announcement No.: <i>082-24</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-11/\$17,069 - \$42,419 p.a.</i>

General Description:

The Administrative Assistant reports to the Executive Director and coordinates various administrative processes and projects to ensure efficient operation of office

Key Duties and Responsibilities:

- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Ensures operation of equipment completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques
- Provides information by answering questions and requests
- Contributes to team effort by accomplishing related results as needed
- Supports the department by performing all other duties as assigned by the supervisor
- Supports team by performing tasks related to organization and strong communication
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies

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: hr@americansamoa.gov / Fax: (684) 633-1139
"Commitment to Service and Integrity"

- Answer phone calls, schedules meetings and supports visitors

Knowledge, Skills and Ability:

- Knowledge of appropriate software including: Microsoft Word, Excel, Outlook, Microsoft PowerPoint and Adobe Acrobat
- Excellent writing skills

Academic and Experience Requirements:

- Applicant must have an Bachelor degree from an accredited college or university plus three (3) years of work related experience
- Years of progressively responsible working experience may be substituted for 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,



Max Tuitele

Acting Director, Department of Human Resources

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