

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: Administrative Assistant		Posting Date: December 09, 2024	Serial No.: 175-24
Department/Division: Department of Agriculture		Closing Date: December 30, 2024	Announcement No.: 175-24
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467 - \$41,817p.a.	

General Description:

The Administrative Assistant reports to the Director of Agriculture and performs essential administrative duties, such as organizing, managing, and maintaining department reports.

Key Duties and Responsibilities:

- Assist the Director on controlling and directing operations of the Department
- Drafts organization chart and maintains purchase orders for grant programs awarded to the Department
- Obtain, process, and combine monthly reports, and annual reports submitted for quarterly report intake
- Prepare departmental quarterly reports from DOA's different divisions
- Prepare correspondences pertaining to the division area of responsibilities
- Prepare letters for the Director/ Deputy Director
- Send out memos for the staff meetings, or any important announcements for the Department
- Sit in all supervisors and staff meetings
- Answer phone calls and assist walk-in customers
- Work directly with the Director providing technical assistance
- Work directly with the Director on department/divisions requests
- Assist in writing position descriptions for all positions in the Department
- Perform other job-related duties as assigned

Knowledge, Skills, and Ability:

- Knowledge of navigating Microsoft Word processing, excel, PowerPoint, etc...
- Effective communication skills

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"

- Ability to develop arrangements for important meetings
- Ability to document all required information
- Ability to operate and maintain office equipment
- Ability to support and assist staff members with administrative tasks
- Must have interpersonal skills, people-oriented, and professional communication skills
- Effective written communication skills


Academic and Experience Requirements:

- Applicant must have an Associate's Degree from an accredited college or university plus 4 years of work experience.
- Years of progressively responsible working experience may be substituted for a 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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