



**American Samoa  
Power Authority**



Human Resource Department, Tafuna  
PO Box PPB, Pago Pago  
American Samoa 96799  
Phone No: (684) 699-3033  
humanresource@aspower.com

## PUBLIC JOB POSTING

<i>Position Title</i>	<b>Administrative Assistant I</b>	<i>Posting Date</i>	<b>February 12, 2025</b>
<i>Department</i>	<b>Human Resource</b>	<i>Deadline</i>	<b>Until Filled</b>
<i>Division</i>	<b>Support Services</b>	<i>Annual Salary</i>	<b>\$20,718.72/year - \$21,559.98 year</b>
<i>Position Type</i>	<b>Career Service – 12 month probation</b>	<i>Pay Rate</i>	<b>\$9.96/hr - \$10.37/hour</b>
<i>Reports To</i>	<b>Human Resource Manager</b>	<i>Job Grade/Status</i>	<b>D/1/A – D/2/A; Non Exempt</b>

### *Major Duties & Responsibilities*

Provide administrative support to the Human Resource Department: assist HR personnel in all aspects of employee benefits, training and recruitment including but not limited to: maintain, update and review applications registry; prepare correspondence to job candidates; perform employment verifications; prepare and issue recruiting/separation clearances; maintain employee files and perform weekly filing; copy/scan records as required; follow-up on HR issues with employees or public where directed; scan and collate electronic employee files; keep adequate stock levels of forms, supplies and office equipment; assist with random drug testing program; assist with benefits claims; perform other human resources duties as assigned.

### *Minimum Requirements*

<i>Education</i>	AA/AS degree in a related field preferred.
<i>Experience</i>	Minimum of three (3) years working in an office environment; experience in human resources is an added advantage.
<i>Knowledge, Skills &amp; Abilities</i>	<ul style="list-style-type: none"> <li>• Must possess strong people skills; have good organization &amp; timesaving skills; work well with co-workers, supervisors and the general public pertaining to work and social related issues.</li> <li>• Must be firm, detail oriented, motivated, thorough, patient, and be able to work discreetly with confidential information.</li> <li>• Well-versed in Microsoft Office programs; articulate in English &amp; Samoan (both written &amp; oral); have basic accounting &amp; math skills.</li> <li>• Understand and follow instructions.</li> <li>• Must have an excellent attendance record from current or former employer.</li> </ul>

**Qualified applicants:** Please submit a completed ASPA employment application to ASPA, Tafuna (address listed above) by the deadline listed or via email to humanresource@aspower.com. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on pre-employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. No phone inquiries accepted. No phone inquiries accepted.

***An Equal Opportunity Employer \* A Drug Free Workplace***