



American Samoa Community College
Human Resources Office
EMPLOYMENT OPPORTUNITY

Position Title: Human Resources Records & Employment Clerk
Employment Status: Full Time/12 months (Career Service)

General Description:

The Human Resource Clerk, also known as a Human Resource Assistant, helps compile and maintain records for all employees of ASCC. Assistants typically aid with the daily administrative operations of the Human Resource department and interact with employees, management and other professional associates. Knowledge of institutional and legal employment policies, office procedures and customer service standards typically is essential for those working in the Human Resources department.

General Duties and Responsibilities:

Administrative

- Assist in policy training for all employees.
- Compile position descriptions from approved position reviews and keep record of all approved positions as per calendar year.
- Perform accounting tasks in keeping records of all employee eligible benefits, and initiated purchase requests aligned with approved budgets. Inform supervisor of upcoming due benefits for active employees, including leave accrued rates, service awards, performance evaluations reminders and notices.
- Assist in interviewing applicants for entry level positions in support services staff.
- Check references and organize background checks.

Technical

- Process personnel paperwork and update employee information as it is officially received.
- Receive incoming applications and ensure all required documents are submitted. Keep log of all incoming and filed applications and refer them accordingly when opportunities are available
- Perform reviews and organize files of all active and inactive employees.
- Maintain employee records and provide a bi-weekly report of received information for filing.
- Assist at front office window.
- Maintain a professional presentation of office setting on a daily basis.
- Assist in collecting and processing timesheets for payroll processing.
- Assist in preparation of monthly leave report.

Reporting

- Provide weekly report on tasks and responsibilities performed including visitation log, routing documents, applications received, official files checks completed etc.
- Perform other related HR tasks as assigned by supervisor or Human Resources Officer

Minimum Qualifications:

- Associate degree in direct or related field.

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
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- Two or more (2-3) years of administrative experience.
- Demonstrated comprehension in both reading and writing,
- Good customer service skills and a personable nature to deal with employees and applicants for ASCC employment opportunities,
- Ability to maintain confidentiality in all aspects of the job and record maintenance

Salary: GS-12/02-06: \$ 14,423.00 - \$ 17,023.00 per annum

Application Deadline: December 24, 2019 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu.

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