



American Samoa Community College
Security Division
EMPLOYMENT OPPORTUNITY

Position Title: Receptionist
Employment Status: Full Time 12 months (Career Service)

General Description:

The Receptionist reports directly to the Security Officer. The successful candidate will be responsible for the ASCC phone system operations and procedures, and will serve as a clerical assistant for his/her immediate supervisor. Other responsibilities include filing, typing, sorting and other tasks assigned by the Security Officer.

Responsibilities and Duties:

Administrative

- Handle all incoming phone calls to ASCC
- Process all phone messages to their respective offices
- Maintain and identify phone procedures for ASCC as well as make initial contact for phone repairs and maintenance

Technical

- Maintain and disseminate correspondences for the Security Officer
- Carry out any typing tasks assigned on a daily basis by the Security Officer
- Handle all emergency calls coming in and going out and refer these to the right departments

Reporting

- Perform other duties assigned by the Security Officer

Minimum Qualifications:

- High School Diploma
- Two years of directly related experience
- Must be able to speak and write in Samoan and English
- Must have customer service skills, be friendly and polite, and have the ability to make good judgments when handling phone calls
- Must be able to use the computer (i.e. Microsoft word, excel, etc.)

Salary Range: GS-09/01-06: \$18,340.00 - \$22,240.00 per annum

Application Deadline: May 8th, 2023 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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