



**American Samoa Community College**  
**Security Division**  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** Security Guard I  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Security Guard I reports directly to the Security Officer, and serves as part of Campus Security for ASCC. He/she works on designated shifts; upholds all ASCC safety procedures; patrols the entire campus; carries an after-hours phone; monitors ASCC time clock procedures; and maintains a daily log of noticeable events and circumstances on a database for review by the Supervisor.

**Responsibilities and Duties:**

**Administrative**

- Keep office area clean and neat and follow all duty regulations
- Understand safety procedures and safety regulations set by ASCC
- Wear the official uniform to work unless instructed otherwise
- Participate in all trainings in order to upgrade skills
- Maintain equipment required in the performance of job duties
- Make patrol rounds according to shift assignment
- Keep a daily log monitoring the time clock, and any events or issues arising
- Monitor the ASCC switchboard and answer phone calls after hours and on weekends
- Enforce campus security

**Reporting**

- Report to work on time for assigned shift
- Provide written reports of incidents during shift
- Perform other duties as assigned by the Security Officer

**Minimum Qualifications:**

- High School diploma
- Two (2) years of direct experience and/or training
- Ability to write incident reports
- Fluency in Samoan and English
- Willing to work all shift hours, including weekends
- Knowledge of ASCC safety and security procedures, and the ability to stand and walk for long periods
- Must have a valid driver's license
- Understanding of Hazmat, Standard Aid and CPR
- Certification is a plus

**Salary Range:** GS-06/04-07: \$16,640.00 - \$18,200.00 per annum

**Application Deadline:** May 15<sup>th</sup>, 2024 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](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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