



**American Samoa Community College**  
*Human Resources Office*  
**EMPLOYMENT OPPORTUNITY**

**Position Title:** **HR Record & Employment Clerk**  
**Employment Status:** Full-Time/12-Month (Career Service)

**General Description:**

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

**Job Duties and Responsibilities:**

***Administrative***

- Assist in policy training for all employees
- Compile position descriptions from approved position reviews and keep a 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 as office support service 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 a log of all incoming and filed applications and refer to it 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 the monthly leave report

***Reporting***

- Provide a weekly report on tasks and responsibilities performed, including the visitation log, routing documents, applications received, official file checks completed etc.
- Perform other related HR tasks as assigned by HR Manager or HR Officer

**Minimum Qualifications:**

- Associate's degree in related field with
- Two (2) to three (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
- Ability to maintain confidentiality in all aspects of the job and record maintenance
- Computer literacy in various program software and,
- Proficient communication, organizational and coordination skills.

**Salary:** GS 12/05-19: \$16,373.00 - \$25,473.00 per annum

**Application Deadline:** November 3<sup>rd</sup>, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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