



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

**Position Title:** **Human Resources Technician I**  
**Employment Status:** Full-Time/12-Month (Career Service)

**General Description:**

The successful candidate reports to the Human Resources Manager. The Human Resources Technician I will assist in the daily operations of the ASCC Human Resources Office, which include frequent interaction with the ASCC faculty, staff, and the general public in the provision of services pertaining to benefits administration, the hiring and recruitment process, performance evaluation management and compiling data for reporting purposes as required.

**Job Duties and Responsibilities:**

*Administrative*

- Coordinate and arrange HR office trainings and meetings
- Manage ASCC Human Resources Archives
- Maintain all employee files to ensure current documentation and required information is filed and noted accordingly
- Receive, log and route correspondences to and from the Human Resources Office, with weekly follow up
- Assist the Human Resources Manager in the maintenance of the register pertaining to employment types
- Assist in addressing daily personnel requests from faculty and staff
- Assist in organizing activities and functions for ASCC as assigned by the HR Officer

*Technical*

- Process personnel action requests for the recruitment and hiring process, benefits administration, employee professional development and employee relations
- Maintain register on eligible applicants, promotional register, open competitive register and certification of eligibility
- Process payroll by gathering and collecting timesheets for the compilation of the payroll spreadsheet process on the due date and time
- Enter leave benefits on personnel tracking system and enter accordingly on Datatel system
- Reconcile payroll register with payroll specialist and ensure compliance with applicable statutes and regulations
- Keep an up to date directory of all ASCC employees including active and inactive employees for up to five years
- Collect and keep training and professional development records of all employees
- Maintain official register for employee entitlements as per governance policies
- Track and distribute monthly leave reports and statements to all divisions, departments and employees

- Conduct annual compliance check of all official files as per performance management requirements

***Reporting***

- Compile monthly, quarterly and annual reports on employee leave balance
- Account for all HR planned purchases through internal purchase orders, purchase requests; track the budget for daily submission to the HR Officer for review
- Compile personnel data for local, federal and institutional reporting purposes
- Perform other duties as assigned by the HR Officer or Manager.

**Minimum Qualifications:**

- Associate's degree in related field with
- One (1) to two (2) years of experience in directly related human resources support service
- Ability to communicate effectively and maintain confidentiality of sensitive information at all times;
- Adhere to rules and regulations and conduct daily duties in a professional appearance and manner;
- Computer literate and able to work as a team member

**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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