



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

**Position Title:** Security Guard I (2)  
**Employment Status:** Full-Time/12-Month (Career Service)

**General Description:**

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

**Job Duties and Responsibilities:**

***Administrative***

- Keep office area clean and neat and maintain all duty regulations
- Understand safety procedures and security regulations set by ASCC
- Wear official uniform to work unless instructed otherwise
- Participate in all trainings (i.e. computer) in order to upgrade skills
- Maintain golf carts, vehicles and any equipment required in the performance of job duties
- Make patrol rounds according to shift assignment
- Keep daily log monitoring the time clock, and any events or issues arising
- Monitor 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 Security Officer, Security Supervisor or Lead Security.

**Minimum Qualifications:**

- High School Diploma
- Two years of related experience and/or training
- Ability to write incident reports
- Fluency in Samoan and English
- Willing to work all shift hours, including weekends
- Knowledge of safety and security procedures at ASCC, and the ability to stand and walk for long periods
- Current and valid driver's license
- Understanding of Hazmat, Standard Aid and CPR familiarity/certification is a plus

**Salary:** GS 09/07-09: \$13,217.00 - \$14,517.00 per annum

**Application Deadline:** August 26, 2021 no later than 4:00pm

**AMERICAN SAMOA COMMUNITY COLLEGE**  
P.O. Box 2609, Pago Pago, American Samoa 96799  
(684) 699-9155 • (684) 699-8606 (fax)

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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