

Honorable Lemanu P.S. Mauga  
Governor

Honorable La'apui Talauega E. V. Ale  
Lieutenant Governor



Max Tuitele  
DHR Acting Director

Falo Johansson  
Deputy Director

Lucille Thompson Leota  
Acting Deputy Director

AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799

**JOB ANNOUNCEMENT**

<b>Job Title:</b> Senior Administrative Assistant		<b>Posting Date:</b> August 07, 2024	<b>Serial No.:</b> 097-24
<b>Department/Division:</b> Commerce		<b>Closing Date:</b> August 28, 2024	<b>Announcement No.:</b> 097-24
<b>Type of Position:</b> Temporary Appointment	<b>Posting Type:</b> Employment Opportunity/ Open to the Public	<b>Pay Grade and Salary Range:</b> GS-13/\$18,340 - \$48,760p.a.	

**General Description:**

The Senior Business Licensing Specialist (SBLS) position is located at the Business Licensing subdivision of the Business, Trade, and Investments Division (BTID) of the Department of Commerce (DOC), American Samoa Government. Works directly under the supervision of the Assistant Deputy-Business Licensing, International Trade, and Investments. This position will be guided by the Business, Trade, and Investments Division established procedures, policies, local licensing statutes, and the approved Department of Commerce Organized Chart.

**Key Duties and Responsibilities:**

- Responsible for the supervision of all business licensing processes and staff members.
- Responsible for the smooth transitioning and training of all business license specialists in utilizing the Camino Online Business Portal.
- Coordinate with Camino administrators off island for all changes or issues that arise with the issuance of business license applications online, as well as review all incoming business license applications or business license renewal applications prior submission for approval.
- Responsible for managing and administering the Business, Trade, and Investments Division Business Licensing and online business license application processing.
- Reports and provides technical administrative assistance to the Business, Trade, and Investments Division Administrative Support Specialist in matters pertaining to business licensing, business enforcement activities, land use permit, zoning variances commerce commission certificate of convenience and necessity, alcoholic beverage control enforcement, and issuance of notice of violations.

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 633-4485/ Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139

"Commitment to Service and Integrity"

- Responsible for the coordination and supervision of the Business, Trade, and Investments Division (BTID) Business Licensing Day to day operations and assigned tasks for a smooth and efficient business licensing work environment.
- Conduct initial screening of all new business license applications to determine whether the applicant will need to apply for either a Land Use Permit or Zoning variance.
- Conduct a thorough review of all New Business License Applications and Business License Renewal applications to ensure full compliance with all relevant agencies, boards or commissions.
- Ensure that customer service is provided to all customers and conduct follow up screenings for all pending business applications.
- Responsible in preparing and tracking transmittal letter for submission of business license applications to the Director's Office for the final approval.
- Responsible for compiling the necessary data and creating the quarterly report for the Business, Trade and Investment Division.
- Create any relevant reports or correspondence requested by the AD-BTID.
- Work with business licensing staff to cross check with ASG Treasury Department Revenue.
- Division database, maintain and monitor the DOC - BTID database as well as filing cabinets.
- Serve as backup Administrator for the Commerce Commissions Board should the appointed Administrator be on leave or out of the office.
- Assist applicants with the issuance of Commerce Commission "Certificates of Convenience" for commercial transportation.
- Review all renewal applications prior submission to the Commerce Commission Chairman for final review and approval.
- Compile and prepare completed applications to be forwarded to the chairman with attached typed certificate of convenience for approval signature.
- Prepare and make copies of all the necessary documents and paperwork for the Office of Motor Vehicle for the issuing of the customer's renewal stickers or license.
- Prepare records for filing.
- Serve as the Administrator of the cosmetology Board and backup to the ABC Board.
- Take board meeting minutes, compile business applications for the Cosmetology Board's review and approval, assist the board with any relevant reports or correspondence requested and maintain ongoing correspondence with all board members.
- Schedule all meetings and create the board's agenda and any relevant packages.
- Conduct thorough review of all Cosmetology Business License Applications prior submission to the Cosmetology Board.
- Create and route necessary documents for applicants to the other boards not mentioned above, such as the Territorial Planning Commission, Immigration Board Create and maintain a board and commissions tracker for BTID staff Meet with board members and applicants if necessary.
- In the absence of Business License Inspectors, provide assistance with daily site visits to all businesses with valid business license certificates in the Territory.
- Be prepared to meet with business applicants who have been issued notices of violation.

***This is an Equal Employment Opportunity Employer***

- Responsible for preparing requested reports and compiling relevant documentation of violators for AD-BLTI. Reports will be reviewed and approved by the AD-BLTI prior to submitting reports to the DOC Legal Counsel and/or to the Attorney General's Office for legal action.
- In the absence of Business License Inspectors, respond to all complaints of illegal business activities operating without a valid business license and issue notices of violation Follow-up on all Notices of violation issued 5 days after the date the notice was received by the business applicant (s) to ensure compliance of all business rules and regulations have been met.
- Record and file all Notice of Violation documents for future references.
- Serve as the backup Administrator for the Alcohol Beverage Control Board.
- Receive and thoroughly review all Alcohol Beverage Control Board applications.
- Prepare and gather necessary data to assist with ARPA loan and grant programs.
- Assist, administer and manage grant and loan applications and work with DOC personnel to ensure that business applications are being received and reviewed.

**Knowledge, Skills, and Ability:**

- Must be detail orientated and hold excellent communication, writing, and interpersonal skills fluently write both in English and Samoan Excellent computer skills.
- Knowledge of Office practices and procedures, operation of standards office machines and equipment, inter and intra department organizations, workflow office procedures.
- Ability to establish and maintain effective working relationship, learn interpret and apply rules and regulations, maintain files and accurate records, analyze work problems having administrative aspect, plan, organize and coordinate work schedule, expedite assignments when needed.
- Knowledge of the Territory's business licensing statues, rules, regulations are highly desirable.

---

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 633-4485/ Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139

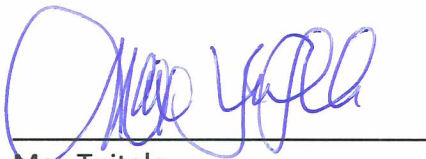
“Commitment to Service and Integrity”

**Academic and Experience Requirements:**

- Applicant must have a master's degree from an accredited college or university plus two (2) years of work experience.
- OR bachelor's degree plus 4 years of experience and 2 years of supervisory experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

**Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Max Tuitele

Acting Director, Department of Human Resources

***This is an Equal Employment Opportunity Employer***

---

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 633-4485/ Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139

"Commitment to Service and Integrity"