



DEVELOPMENT BANK OF AMERICAN SAMOA  
P.O. Box 9 Pago Pago, AS 96799 (684) 633-4031

### **EMPLOYMENT OPPORTUNITY**

**Position: Information Technology Assistant (IT Assistant)**

#### **Responsibilities:**

1. Confirm that all information centered onto DBAS software applications is accurate.
2. Correct any discrepancies with software program related outputs
3. Confirm that all system integration between loans and operations are operating efficiently
4. Prepares a weekly side-by-side report to monitor differences between RLSS principal balances and Sage loan receivables.
5. Conducts training sessions of Windows features and software applications for DBAS employees.
6. Troubleshoot and repair all computer hardware equipment:
  - o Restore computers, check network status, check for needed upgrades, etc.
  - o Make sure network is running and repair any problems
7. Provide status reports on Hardware, Software and Network problems
8. Perform documents digital image tasks and monitor organization of soft files for data backup daily, weekly, monthly, and annually.
9. Assist in developing information system procedures for overall bank operations
10. Provide managers with requested system reports
11. Perform technical support and installations for computer: hardware/software issues
12. Verify and record electronic bank property management
13. Maintain and conduct duties as assigned by the IT Manager relating to information and communications technology.
14. Perform any other duties as assigned by IT Manager

#### **Minimum Qualifications:**

- Qualified applicant must have a Bachelors Degree (BS) in information technology or relevant courses, or an AA/AS in the same interest with two years related experience.
- Good interpersonal skills
- Ability to assist and direct others
- Computer proficiency in Windows Platform software systems
- Sound project management skills

**Applications available on the second floor of Development Bank Building located in Pago Pago. If you are interested, please submit a completed application at the Development Bank Office.**

**Deadline to apply: February 26, 2021**