**Job Title:** Administrative Officer

**Section:** Executive

**Reports To:** Social Security Administrator

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to provide administrative support to the Social Security Administration in ensuring that the agency and the management staff adhere to all written administrative policies and procedures to include travel, procurement, and personnel policies. The incumbent is also responsible for assisting the SSA in managing the Human Resources. The incumbent is also expected to help improve the administrative procedures of the agency by researching and purposing improvements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Human Resource
  + Responsible for ensuring that the agency’s personnel policies and procedures as written in the Employee Personnel Manual are followed by all level of management and personnel.
  + Work with section managers to promote Staff Training Development by ensuring that all personnel are trained as appropriate and such training are properly documented for promotion, consideration, and career advancement.
  + Responsible for ensuring that the agency’s procurement and travel policies and procedures are followed by all level of management and personnel.
  + Update the Employee Personnel Manual to reflect what is currently being practiced in the agency.
* Insurance Coverage
  + Ensure that the agency’s physical assets which include vehicle, building, and employees are insured adequately.
  + Responsible for reviewing existing insurance policies and getting quotations from different insurance agencies 90 days before the expiration date for the purpose of obtaining a reasonable and adequate insurance coverage.
* Publication and Reports
  + Responsible for the publication of the Quarterly Newsletter in a timely manner.
  + Responsible for assisting the SSA in preparing and issuing the agency’s annual report.
* Ensure that all forms used by the agency are properly designed, numbered (cataloged) and approved before they can be used. Ensure that obsolete forms and form letter as well as unapproved forms and form letter are not used and such forms and templates are destroyed.
* Responsible for contacting individuals to provide service in regards to any maintenance problem of SSA.
* Responsible for preparing and submitting employee’s timesheets every Tuesday after each payday.
* Perform other task as assigned by the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have at least a two-year degree in Office Administration or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must have well-developed communication and interpersonal skills. Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.