Job Title: JIMAR PIRO Permit Assistant  
Job ID: 27365  
Project Name: JIMAR  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 08/07/2007

Job Summary

Regular, Full-Time, Limited Term (One year in duration), RCUH Non-Civil Service position with the Joint Institute for Marine & Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS) Pacific Islands Regional Office (PIRO) in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary Range:  
$1,799.00 - $2,791.00.

Duties:

- Assists in the receiving and processing of fisheries permit applications and issuance of fisheries permits on a timely basis, including bottomfish, longline, handline, troll, high seas fishing compliance act, coral reef, and crustacean, under the general supervision of the NMFS Sponsor.
- Updates permit databases, and generates periodic and ad hoc summaries and reports from databases providing updates to various staff for producing reports.
- Maintains and updates permit records and permit files.
- Prepares brief reports and summaries of permit related information.
- Responds to inquiries by staff on a timely basis.
- Interacts with fisherman and the public and provides customer service on a timely basis with a helpful and friendly attitude.
- Assists other staff in various fisheries management and conservation programs.

Minimum Qualifications:

Education:

- Associates Degree from an accredited community college or two (2) years of college coursework from an accredited four (4) year college or university.

Experience:

- Up to one (0-1) year of experience working in an office environment, entering data into a database and processing applications or records.
- Experience with maintaining, classifying, and filing records, especially business or scientific records.
- Experience interacting positively with the public.

Abil/Know/Skills:

- Working knowledge of word processing and spreadsheet programs, especially Microsoft Word and Excel, and the Internet (using email and web).
- Familiarity with database programs.
- Ability to type (keyboard) and write clear and concise memos and short reports.
- Good verbal and written communication skills.
Must meet US Department of Commerce (DOC), National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.

Desirable Qualifications:
- One to three (1-3) years of experience working in an office environment, entering data into a database and processing applications or records.
- Bachelors Degree from an accredited four (4) year college or university in Fisheries, Natural Science, Math, Information Sciences, or Business related field.
- Experience/knowledge of fisheries management, marine science, or resource management.
- Experience working in a government agency or office and/or in processing permits or preparing and entering scientific records.
- Experience working with relational database applications, such as Microsoft Access, Oracle or Filemaker Pro.
- Very good interpersonal and verbal and written communication skills.
- Ability to understand and speak Asian languages.

Inquiries:
Nicole Wakazuru 956-9465 (Oahu).

Application Requirements:
The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on Employment and navigate to Job Announcements/Apply for a Job. However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date.
EEO/AA Employer.