Job Description

Job Title: JIMAR PIRO Permit Assistant
Job ID: 28416
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

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 federal fishing permit applications and issuance of permits, including bottomfish, longline, handline, troll, high seas coral reef, and crustacean fisheries, under the general supervision of the NMFS Sponsor. Updates permit databases, and generates periodic reports from databases providing updates to various staff. Maintains and updates permit records and permit files. Prepares brief reports and summaries of permit related information. Responds to inquiries by staff. Interacts with fisherman and the public and provides customer service. Assists other staff in various fisheries management and conservation activities. Minimum Qualifications: Education: Associate's Degree from an accredited community college. Two (2) years of college coursework from an accredited four (4) year college or university with a minimum of one (1) year of office work experience may substitute for an Associate's Degree or a High School Diploma or GED with five to seven (5-7) years of general office experience may substitute for an Associate's Degree. Experience: Up to one (0-1) year of experience working in an office environment (government and/or private sector), entering data into a database and processing applications or transcription records. Experience with maintaining, classifying, and filing records, especially business records. Experience interacting with the public. Abilities/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: Experience/knowledge of fisheries management, marine science, or resource management. Experience working in a government agency or private office or academic environment in processing permits or preparing and entering scientific records. Experience working with relational database applications, such as Microsoft Access, Oracle or Filemaker Pro. Good interpersonal and verbal and written communication skills.

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.

Please apply before: 08/07/2008