

Job Description

Job Title: JIMAR WPACFIN-HDAR Fisheries Database Assistant
Job ID: 11107
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine and Atmospheric Research (JIMAR), National Marine Fisheries Service (NMFS), Pacific Islands Fisheries Science Center (PIFSC), located at the State of Hawaii, Division of Aquatic Resources (DAR), Department of Land and Natural Resources (DLNR) in Honolulu, HI. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MINIMUM MONTHLY SALARY: \$1,871/Mon.

DUTIES: Performs data processing of commercial marine fisheries reports. Provides support for DLNR-DAR's automated computer fisheries report data processing systems. Reviews fisheries reports (fishers/dealers) for completeness; contacts fishers by phone or mail correspondence to verify and correct discrepancies on the reports. Provides general information on fishing regulations, commercial fisheries licensing, fisheries related permits and instructions on how to complete the fisheries report forms to fishers/dealers. Enters fishery data into an online automated system. Scans, keys-in document index information, and verifies image of all commercial fisheries report form types on an automated computer document scanning, indexing and archiving system. Periodically assists at the front desk interacting with the public to answer questions and distribute commercial fishing licenses.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited community college. (A High School Diploma with an additional three to five (3-5) years experience working with data in a research environment or another work environment where accurate data processing was the main focus may substitute for Associate's Degree.) **EXPERIENCE:** One to three (1-3) years of experience in the following areas: data processing and data quality assurance/quality control; data processing in a research environment. **ABIL/KNOW/SKILLS:** Working knowledge of the use of scanners, database applications, and word processing and spreadsheet applications. Ability to work and communicate well with the general public. Ability to operate a personal computer with WINDOWS XP operating system, computer's peripherals (e.g. scanner), and Microsoft Office software, experience entering data from report forms using an online database application. Ability to understand the need for processing complex data reports accurately using data quality control procedures. Post Offer/Employment Condition: Must meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed. **PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift computer equipment and office supplies up to sixty (60) pounds.

SECONDARY QUALIFICATIONS: Knowledge of the Hawaiian marine fisheries and local fish market industry. Use of computer applications such as Visual FoxPro, WordPerfect, MS Word, and Excel. Familiarity with marine science and fisheries terminology. Prior experience working in a research environment. Experience and understanding regarding specific and accurate data processing in marine fisheries.

INQUIRIES: Nicole Wakazuru 956-5018 (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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 03/11/2011

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