



# Atlantic States Marine Fisheries Commission

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*Douglas E. Grout (NH), Chair*

*James J. Gilmore, Jr. (NY), Vice-Chair*

*Robert E. Beal, Executive Director*

*Vision: Sustainably Managing Atlantic Coastal Fisheries*

## VACANCY ANNOUNCEMENT

### NEW YORK MARINE FISHERIES DATA ENTRY CLERK, ACCSP

**VACANCY #: 0026**

*Location:* East Setauket, NY

*Salary:* \$ 30,000 annually with benefits

*Closing Date:* 04/28/2017

**Duties:** As **New York Marine Fisheries Data Entry Clerk, ACCSP**, the incumbent will assist the Assistant State Coordinator and State Coordinator with the organization, quality, and entry of marine fisheries data associated with the New York implementation of Atlantic Coastal Cooperative Statistics Program (ACCSP) programs and standards. The responsibilities of the incumbent will include, but not be limited to, the following:

Work with state seafood dealers and harvesters, as well as state, federal, and ACCSP staff to implement the ACCSP Standard Atlantic Information System (SAFIS) for on-line electronic Dealer Reporting and electronic Vessel Trip Reporting for commercial catch and effort data that is being developed and maintained by the ACCSP for partner use; perform QA/QC of submitted Vessel Trip Reports (VTRs) for completeness of marine fisheries data; contact permitted harvesters to obtain missing information; enter marine fisheries data from VTRs into an established database; promote online reporting to NY's commercial harvesters and dealers; provide training when necessary.

**Location and Supervision:** The Fisheries Data Entry Clerk reports to the New York State Coordinator.

**Qualifications:** There are no minimum education requirements, however applicants must read, write, and speak English. Preferred additional qualifications include: general knowledge of the NY fishing industries; general knowledge of NY marine finfish and crustaceans. Experience with data entry, proven communication and interpersonal skills, and an ability to work independently should all be demonstrated. Must be eligible to work in the United States.

**Application Process:** Please email a resume and cover letter referencing the vacancy number to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 ([asmfc-jobs@asmfc.org](mailto:asmfc-jobs@asmfc.org)). The vacancy number (**0026**) must be identified in the subject line.

The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the better utilization of the fisheries, marine, shell and anadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate conservation and management for nearshore migratory fishery resources.

**AN EQUAL OPPORTUNITY EMPLOYER**

## **POSITION DESCRIPTION**

**Position Title:** New York Marine Fisheries Data Entry Clerk, Atlantic Coastal Cooperative Statistics Program (ACCSP)

**Classification:** Data Entry Clerk

**General Description:**

The NY Marine Fisheries Data Entry Clerk will assist the Assistant State Coordinator and State Coordinator with the organization, quality, and entry of marine fisheries data associated with the New York implementation of ACCSP programs and standards.

**Specific Duties:**

- 1) Work with state seafood dealers and harvesters, as well as state, federal, and ACCSP staff, to implement the ACCSP Standard Atlantic Information System (SAFIS) for on-line electronic Dealer Reporting and electronic Vessel Trip Reporting for commercial catch and effort data that is being developed and maintained by the ACCSP for partner use.
- 2) Perform QA/QC of submitted Vessel Trip Reports (VTRs) for completeness of marine fisheries data; contact permitted harvesters to obtain missing information.
- 3) Enter marine fisheries data from VTRs into an established database.
- 4) Promote online reporting to NY's commercial harvesters and dealers; provide training when necessary.
- 5) Other duties as assigned.

**Supervision Received**

As an ASMFC employee, the Fisheries Data Entry Clerk reports to the New York State Coordinator.

**Work Environment**

Work is performed primarily in an office setting. The Fisheries Data Entry Clerk is physically located at the New York State Department of Environmental Conservation's Division of Marine Resources Headquarters, currently in East Setauket, NY.

**Overtime**

The Data Entry Clerk position is classified as non-exempt based on the Fair Labor Standards Act and New York State law. Compensatory time will be provided at a rate of 1 and ½ hours for any hours worked over 40 hours in a workweek (workweek is defined as Sunday to Saturday).