



Atlantic States Marine Fisheries Commission

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James J. Gilmore (NY), Chair Patrick C. Keliher (ME), Vice-Chair Robert E. Beal, Executive Director

Vision: Sustainably Managing Atlantic Coastal Fisheries

VACANCY ANNOUNCEMENT

SCAN SPECIALIST (4-MONTH TEMPORARY POSITION)

VACANCY #: 0037

Location: Arlington, VA

Hourly Rate: \$15 per hour

Closing Date: April 23, 2018

Duties: As the **Scan Specialist**, the applicant will be responsible for scanning, data capturing, and validating recreational survey data forms submitted by the Atlantic Coastal Cooperative Statistics Program (ACCSP) Partners in support of the Marine Recreational Information Program Access Point Angler Intercept Survey (MRIP APAIS). This position will work closely with APAIS staff, providing support and assistance in the data processing and quality control. Specific duties are listed in the position description.

The ACCSP is a state-federal cooperative program for the collection, standardization, management, and dissemination of Atlantic coast marine and estuarine fisheries-dependent statistics. This position is based out of the Arlington, Virginia office of the Atlantic States Marine Fisheries Commission (ASMFC). The Scan Specialist reports to the ACCSP Recreational Program Manager. Compensation is based on hours worked. Position is not eligible for Commission benefits. For more information on the program, please visit the ACCSP website at: www.accsp.org.

Qualifications: Applicants must have an associate's degree; a bachelor's degree in computer or fisheries science or related field is desired. Scanning and data validation tasks require an individual with proficient computer skills, attention to detail, and strong organizational skills. They should exercise sound judgment to identify and report problems and contribute to resolving them. Strong communication and interpersonal skills should be demonstrated. Must be eligible to work in the United States.

Additional Information: This is a seasonal position lasting no more than 4 months; timeframe May – August 2018.

Application Process: Please email a resume and cover letter referencing the vacancy number (0037) 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). The vacancy number must be identified in the subject line.

ATLANTIC STATES MARINE FISHERIES COMMISSION
Position Description

Position Title: Scan Specialist

General Description of Position Responsibilities:

The Scan Specialist is responsible for capturing, processing, and validating fisheries survey data submitted on paper forms. The forms will be scanned, data interpreted via optical character recognition software, and data captured visually validated.

Specific Duties:

- 1) Become familiar with and operate custom scanning equipment and software.
- 2) Log and track submission of weekly recreational data forms from Maine to Georgia.
- 3) Perform scanning capture, OCR, and initial data validation.
- 4) Follow established quality control/quality assurance protocols.
- 5) Raise data quality issues to Recreational Data Coordinator(s) for resolution.
- 6) Maintain confidentiality of all data.
- 7) Perform related duties as required.

Conducts these activities according to Commission policies and procedures

Supervision:

The Scan Specialist is a Commission employee, supervised by the Recreational Program Manager.

Work Environment:

The Scan Specialist will work in the Arlington, Virginia offices of the Atlantic States Marine Fisheries Commission.

Overtime:

This position is eligible for overtime under the Fair Labor Standards Act. Payment is based on hours worked; benefits are not included. Flexible working hours (with supervisor's approval) are available under the Commission's policies. The Scan Specialist is a seasonal employee and hours per week may vary with workload within an expected 30-40 hours per week.

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.

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