

**Administrative Office Specialist**  
**Position # 00087**  
**Hiring Range: \$24,969 – 28,000**

Immediate need to fill full-time State classified front office position serving as the agency receptionist and administrative/clerical support. Receives the general public and provides assistance and/or direction. Answers a multi-line telephone; fields and directs questions pertaining to fisheries management regulations, habitat permitting, and fisheries licensing; sells commercial fishing licenses. Maintains a confidential database, updates leave usage spreadsheet monthly, audits and maintains leave records and reports of hours worked. May assist with typing correspondence, information distribution and maintaining recruitment files and scheduling interviews. Position is the primary source for incoming and outgoing United Postal Service (UPS).

Position requires high school education and/or the equivalent with studies relating to office support and a working knowledge of office practices, procedures, automated systems, and office equipment. Requires knowledge and experience in Microsoft Word, Access, and Excel. Must have an excellent command of the English language, speak clearly, have an aptitude for numerical data, be able to multi task; have recent experience working in a front office situation fielding and directing questions to appropriate department or work area; recent experience dealing with all levels of clients, and experience in preparation of correspondence and reports, and proofreading.

Physical requirements: able to bend, stoop, sit for prolonged periods of time, and lift up to 25 lbs.

APPLICATION DEADLINE: Thursday, October 29, 2015

A COMPLETED STATE APPLICATION is required and is available at the state website: <https://virginiajobs.peopleadmin.com/>

**Marine Resources Commission**  
**2600 Washington Avenue, 3<sup>rd</sup> Floor**  
**Newport News, VA 23607**  
**Attn: Director, Human Resources**  
**(757) 247-2200**

**M/F/H/V**  
**EQUAL OPPORTUNITY EMPLOYER**