State of Alaska Jobs — Fisheries Permit Processing Assistant — Juneau, AK, USA

Hiring organization
State of Alaska

Employment Type

Industry
Fisheries Administration

Job Location
Juneau, AK, United States

Date posted
November 17, 2026

Valid through
2026-11-20

Description

Readers considering State of Alaska jobs in Juneau, AK, USA can learn about the Fisheries Permit Processing Assistant position and its place in fisheries administration. A regular workflow combines reviewing fishing permit submissions with updating licensing and seasonal records, with care needed to meet each deadline. People with experience in fisheries permits and compliance can apply those strengths to this career area.

Responsibilities

- Review fishing permit submissions.
- Update licensing and seasonal records.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with fisheries permits and compliance.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in fisheries permits, academic projects, or related service work provides useful preparation for fisheries permit processing assistant responsibilities.

Skills

fisheries permits, compliance, administrative support, communication, organization, accuracy

Career Information

Explore the State of Alaska official website for organization and career information.