

OKLAHOMA WATER RESOURCES BOARD

VACANCY ANNOUNCEMENT

Position Open September 18th -September 29th 2006 or until filled

The Oklahoma Water Resources Board (OWRB) is seeking a **Carl Albert Executive Fellow**. The successful candidate will be a currently enrolled graduate student and will work within the Water Quality Programs Division Lakes and Special Studies Section. Successful candidates will possess strong skills in the following areas: field sampling, technical, communication, organization, and interpersonal.

Pay Scale: \$14.50/hr.

Anticipated Number of Vacancies: 1

Specific Location of Work: Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118

Description of Work Duties:

The successful CAEF candidate will be perform tasks analogous to those performed by an Environmental Specialist at the OWRB in the Lakes & Special Studies Section of Water Quality Programs Division. Projects the candidate will work on include the State and National Lakes Probabilistic Sampling, Central Oklahoma Master Conservancy Districts contract for water quality, hydrographic mapping contracts and finally assist with restoration projects statewide. Primary duties will be to assist in the preparation and execution of the two probabilistic lakes sampling projects. Desired skills sets for these duties include extensive GIS knowledge, contact with the public, field sampling and reporting skills. The successful candidate may also assist with data collection for lake hydrographic surveys. Other possible duties include in field activities such as collection of environmental data, aquatic plant propagation and observing subcontractor activities.

Moderate to heavy physical exercise including but not limited to; carrying field equipment, operating certain sample collection equipment, and wading for prolonged periods while working are expected. Experience with the operation of boats or other watercraft is a plus, but not required. GIS capability, water quality sampling and OWRB employment experience is highly desirable.

For additional information on job duties please contact Paul Koenig at pdkoenig@owrb.state.ok.us or to apply for the position, please contact JaNeal Beougher at (405) 530-8800.

State of Oklahoma
Office of Personnel Management

Carl Albert Public Internship Program

Jenny Chong, Coordinator • 2101 N. Lincoln Blvd., Suite B-22 • Oklahoma City, OK 73105 • (405) 522-1737



**OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM
ADMINISTRATION DIVISION**

Seeks a Carl Albert Public Internship Program (CAPIP)
EXECUTIVE FELLOW (GRADUATE) INTERN

- POSITION:** Legal Research Assistant
- LOCATION:** 5801 North Broadway Extension, Suite 400
Oklahoma City, Oklahoma 73118
- SALARY:** Up to \$15.25/hour (depending on qualifications and experience)

This executive fellow position is assigned to serve as the Legal Research Assistant for the agency's General Counsel. This position is responsible for providing legal research as directed by the General Counsel. This includes drafting final forms, briefs, and arguments for administrative hearings and other legal matters. This position will compile and organize a variety of data required for special projects or litigation and will conduct investigations of factual issues to ensure legal files contain accurate and relevant information. This position prepares legal materials and documents needed to schedule and conduct agency administrative hearings. This position is responsible for the efficient organization and compilation of research and resources on agency legal issues.

This position prepares and files court actions and administrative hearings, and attends administrative hearings and court hearings as directed. This position locates and interviews witnesses, serves notices and makes copies of pleadings as directed. Under the direction of the General Counsel, this position will provide answers to legal questions from agency personnel, the public, and other legal counsel.

As assigned by the General Counsel, this position reviews Qualified Domestic Relations Orders (QDROs), powers of attorney and other legal instruments pertaining to benefits and pensions to determine their legal sufficiency and acceptability, as well as keeps efficient records of the receipt and disposition of such legal instruments.

This position serves as a liaison between the agency and various parties involved in legal matters such as appellants, witnesses, members, beneficiaries, attorneys, and administrative hearing personnel. Applicants must have a valid Oklahoma driver's license and must be willing and able to perform all job-related travel, which generally includes, but is not limited to, travel related to filing legal documents.

For more information about the Oklahoma Public Employees Retirement System, see our website at www.opers.state.ok.us.

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**OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM
MEMBER SERVICES DIVISION**

Seeks a Carl Albert Public Internship Program (CAPIP)
EXECUTIVE FELLOW (GRADUATE) INTERN

POSITION: Communications Assistant

LOCATION: 5801 North Broadway Extension, Suite 400
Oklahoma City, Oklahoma 73118

SALARY: Up to \$15.25/hour (depending on qualifications and experience)

This executive fellow position is assigned to the Communications Department of the Member Services Division of the Oklahoma Public Employees Retirement System (OPERS). The Communications Assistant is responsible for the following tasks:

- Creating, editing, updating and proofreading OPERS publications and forms, including but not limited to, member handbooks and the manual for Retirement Coordinators. This requires the use of various types of publishing software and coordinating the entire publications process, in some cases from a basic concept to final publication and distribution.
- Assists in processing outgoing mail and returned mail, including maintaining a database of returns and address sources.
- Writes articles and assists in the publication of the quarterly newsletter.
- Works closely with OPERS staff members, as well as individuals from other state agencies, organizations, vendors and consultants, who assist in the preparation, publication, and distribution of agency publications. Provides backup assistance for the receptionist and the mail clerk as needed.
- Assists with enrollment and presentation of retirement coordinator training sessions and pre-retirement seminars. Pre-retirement seminars are held several times per month, generally in Oklahoma City, and less frequently in other parts of the state. Members nearing retirement attend pre-retirement seminars to learn about their benefits and what they can expect in the retirement process. Retirement coordinators attend annual training sessions to improve their knowledge and skills in helping employees with retirement system questions, issues, and transactions.

Applicants must have excellent interpersonal and communication skills, both written and verbal. Applicants must be proficient and experienced in written composition and editing techniques. Applicants must be experienced in the use of Word and Excel. Experience in Access is a plus. Preference will be given to applicants who have experience in public speaking and in the use of publishing software. Applicants must have a valid Oklahoma driver's license and must be willing and able to perform all job-related travel.

For more information about OPERS, see our website at www.opers.state.ok.us.

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Carl Albert Undergraduate and Graduate Internships

Oklahoma Department of Agriculture, Food and Forestry
FORESTRY DIVISION

POSITION (S): Forester (3)

LOCATION: Forester positions are available at various offices of the ODAFF, Forestry Division throughout Oklahoma. The specific office will depend on the available openings.

SALARY: \$12.00/Hour

ACCOMMODATIONS: None in Most Locations; however, there is a bunkhouse available for positions in far southeast Oklahoma.

These positions are available to currently enrolled students who have completed a minimum of one year in an SAF accredited college or university forestry program. Applicants should be working toward a B.S. Degree in Forestry with a cumulative GPA of 2.5 or better. Applicants must have excellent skill in establishing and maintaining effective working relationships with others; in expressing ideas clearly and concisely, both orally and in writing.

Interns will work under the supervision of a career professional who will provide direction on a weekly basis. These positions will provide technical and professional landowner assistance in the improvement of forest resources, in establishment of tree plantings, in timber sales assistance, in forest health, in fire suppression and in a wide variety of other services offered by the Oklahoma Division of Forestry.

Applicants must supply a written recommendation of employment from their college advisor. Applicants must have a valid Oklahoma driver's license, and be willing and able to perform all job-related travel normally associated with this position.

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Oklahoma Department of Agriculture, Food and Forestry
FORESTRY DIVISION

POSITION (S): Forest Regeneration Specialist (2)

LOCATION: Forest Regeneration Specialist positions are available at Idabel and Goldsby, Oklahoma.

SALARY: \$12.00/Hour

ACCOMMODATIONS: None in Goldsby; There is a bunkhouse available for the position in Idabel.

Eligible Applicants will be currently enrolled students in an SAF accredited college or university forestry program who have completed a minimum of 1 year toward their B.S. degree requirements; or Students who have completed their B.S. Degree in Forestry, Agronomy, Nursery Management, Botany, or Horticulture, and are working on advanced degrees in those fields. Applicants must have excellent skill in establishing and maintaining effective working relationships with others; in expressing ideas clearly and concisely, both orally and in writing.

Interns will work under the supervision of a career professional that will provide direction on a daily and/or weekly basis in performing specialized skilled work in a bare-root forest tree and shrub nursery (Goldsby) or forest tree seed orchard (Idabel).

Applicants must supply a written recommendation of employment from their college advisor. Applicants must have a valid Oklahoma driver's license, and be willing and able to perform all job-related travel normally associated with this position.