



Position Announcement Financial Loan Analyst (D10)

Oklahoma Water Resources Board • 3800 N. Classen Blvd. • Oklahoma City, OK
73118 • (405) 530-8800 • Fax (405) 530-8900

Announcement Date: **October 2, 2006**

Closing Date: **November 1, 2006**

Application Filing Procedures: Applicants filing for the position as a result of this announcement must send their resume no later than 5:00 p.m. on the closing date stated above. Any qualified applicant with a disability may request reasonable accommodation to complete the application/interview process. The specific nature of the accommodation requested and the reason for the request must be indicated at the time the resume is submitted.

Duties and Requirements: In addition to the duties and requirements listed in the Job Family Index on the Office of Personnel Management's website, the position requires various other duties including:

- **Financial Review:** Under direct supervision, performs technical and financial analysis of loan applications to ensure adequate technical, financial, accounting data, legal documents, contracts, proposals, and other applicable records and documents has been submitted to facilitate financial credit analysis. Tracks the progress of loans to ensure loans are closed in accordance with the OWRB's bond indentures. Monitors a portfolio of loans to ensure compliance with loan covenants. Prepares various loan documents, reports, and correspondence.
- **Technical Assistance:** Works on a team assigned to a particular loan project to provide assistance to local officials, financial advisors, consulting engineers, attorneys, and the public regarding OWRB loan and grant programs.
- **Program/Project Development:** Participates in various activities or special projects to improve or expand OWRB funding programs. Activities may include helping to develop marketing/customer service strategies and program evaluation processes, updating the Divisional website, or streamlining programmatic processes.

Job Family: Financial Loan Analyst
Level I (D10A)

Vacancies: (1) one
Carl Albert Public Internship Program Executive
Fellows Intern

Work Location: Financial Assistance Division
Oklahoma City Office

Send Resume & Transcript To:
Oklahoma Water Resources Board
Attn: Human Resources
3800 N. Classen Blvd.
Oklahoma City, OK 73118

Phone: (405) 530-8800

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

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

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

The Oklahoma Public Employees Retirement System (OPERS) has an immediate opening for a part-time Law Clerk in the Legal Department. OPERS is a state agency responsible for administering a \$6.2 billion retirement plan for state and local employees and judges. This position offers an excellent opportunity for a 1L or 2L student to gain valuable legal experience in a variety of areas. The Law Clerk will work directly for the General Counsel.

The Law Clerk will be responsible for assisting the General Counsel in all legal matters, including legal research, drafting pleadings, and preparing arguments for administrative hearings and state court actions. The Law Clerk will conduct investigations of factual issues to ensure legal files contain accurate and relevant information and will compile and organize a variety of data required for litigation and special projects. The Clerk will attend administrative and court hearings, file court documents, serve notices, and locate and interview witnesses as needed.

The Law Clerk will review Qualified Domestic Relations Orders (QDROs), powers of attorney, trusts, and other legal instruments to determine their legal sufficiency and acceptability. This position will assist in providing answers to legal questions from agency personnel. The Clerk will correspond directly with active and retired members of OPERS, beneficiaries, attorneys, and witnesses.

Applicants should contact Diana Byrd, HR Specialist, Oklahoma Public Employees Retirement System, at the address listed above, or at 405-858-6737, or email dbyrd@opers.state.ok.us. For more information about OPERS, visit www.opers.state.ok.us

The successful candidate must be admitted to the Carl Albert Executive Fellows Program through the Oklahoma Office of Personnel Management. For information regarding this program for law students visit the OPM website at www.opm.ok.gov (follow *HR and Employment Services* tab, under *HR Services* find *Carl Albert Public Internship Program*).

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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.