

**Department of Central Services  
Information Services Division**

**POSITION:** (1) One – Carl Albert Undergraduate Intern

**LOCATION:** Will Rogers Building  
2401 North Lincoln Blvd  
Oklahoma City, Oklahoma 73105

**SALARY:** \$10.00/Hour

**ACCOMMODATIONS:** None

**SEND RESUME & TRANSCRIPT TO:** Department of Central Services  
Human Resources Department  
2401 North Lincoln Blvd., Suite 212  
Oklahoma City, Oklahoma 73105

This position is available for currently enrolled students who have completed a minimum of two years at an accredited college or university. The candidates should be working toward a degree in Management Information Systems or Computer Science with an emphasis on computer programming. Prefer candidates whose career path is more towards programming instead of hardware.

This position will be assigned to various IS projects including the division's intranet portal, database conversions, documentation and other duties as assigned. The selected candidate will work under the supervision of the Lead Application Developer and/or the IS Manager. The selected candidate must be able to clearly and concisely express ideas, both oral and written. Programming will be mainly .NET (C#) and MSSQL. Must have experience with Microsoft Office products. There is a maximum of 20 hours per week and the hours must be between 7:00 a.m. and 5:00 p.m.

The position will remain open until filled.

**OFFICE OF STATE TREASURER  
STUDENT INTERN PROGRAM  
(Spring, 2007)  
Pay Range - \$10.00 to \$12.00 hourly**

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**DESCRIPTION**

The Office of State Treasurer is a state agency with approximately 70 employees. The office is responsible for the treasury function of the State, and accordingly, it manages and invests state funds. Further, it performs banking functions for the approximately 150 other state agencies. Such functions include receiving deposits, disbursing monies, executing investment transactions at the agencies' direction, maintaining account balances, and providing monthly account statements. Additionally, this office has responsibility for administering the unclaimed property program for the state.

The Student Intern Program consists of one position for students enrolled in an institution of higher education and working toward an undergraduate or graduate degree in Accounting, Finance, or a related field. The position will report directly to the Internal Auditor. The intern will be assigned a variety of entry-level duties. These duties are described in the "Job Description" section.

**ELIGIBILITY REQUIREMENTS**

Applicants must be at a level of junior or higher and have completed at least 12 semester credit hours of undergraduate accounting courses with a cumulative grade point average of 3.0 or above on a 4.0 scale. Preference will be given to applicants who have computer spreadsheet and word processing skills. Applicants must be able to work a minimum of 12 hours per week (Monday - Friday).

**APPLICATION REQUIREMENTS**

All of the following items must be sent to the Personnel Manager, Office of the State Treasurer for an application to be considered complete:

- A completed and signed application form;
- Verification of current enrollment;
- Transcript(s) from accredited college or university;
- A résumé; and
- A letter of recommendation from a faculty member of the college or university where the applicant is enrolled or from a current or prior employer. Letters must be from non-relatives.

**\*depending upon intern availability and program funding**

## **COMPENSATION**

The intern pay rate shall be at the discretion of the State Treasurer's office, and shall be determined based upon the individual intern's experience level and other factors. The pay range is \$10.00 to \$12.00 per hour.

## **BENEFITS**

Interns are not eligible for benefits.

## **CONDITIONS OF EMPLOYMENT**

Any applicant who receives an appointment shall:

- Continue making progress toward an undergraduate or graduate degree;
- Maintain their grade point average; and
- Have no right or expectation of continued employment with the State Treasurer because of participation in this program.

## **TERMINATION OF INTERNSHIP AGREEMENT AND SEPARATION**

The State Treasurer, the Internal Auditor, or the intern may terminate the internship agreement at any time without notice. The State Treasurer, or the Internal Auditor, may terminate an intern with or without cause.

Possible causes of termination could include, but are not limited to:

- Failure to comply with ethics rules
- A prohibited or unacceptable conflict of interest
- Failure to report to work without notifying the appropriate supervisor;
- Consistently failing to work the required minimum number of hours per week;
- Unsatisfactory work performance;
- Failure to maintain confidentiality or objectivity; or
- Loss of funding for the intern program.

## **JOB DESCRIPTIONS**

The intern will be assigned tasks to complete under the supervision of the Internal Auditor. The intern should be familiar with accounting principles and practices. Intern duties in the internal audit area may include the following:

- Completing predetermined tests designed to evaluate the effectiveness of internal control procedures, maintaining objectivity and confidentiality when specified;
- Entering data into spreadsheets;
- Assisting in preparing and organizing working papers;
- Using proper grammar, punctuation, and format in written documentation;
- Filing and copying; and,
- Other duties as assigned.

**OFFICE OF STATE TREASURER  
STUDENT INTERN PROGRAM  
(Spring, 2007)**

**Application**

**PERSONAL DATA** (Please Type or Print)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

(\_\_\_\_) \_\_\_\_\_  
Telephone Number

(\_\_\_\_) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
University of College

\_\_\_\_\_  
Major or Area of Specialization

\_\_\_\_\_  
Cumulative GPA Expected Graduation Date Completed Degrees

\_\_\_\_\_  
Minor

**2007 SPRING WORK HOURS**

WEEKDAY	FROM	TO	# OF HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total Hours Per Week			

\* depending upon intern availability and program funding

Please Complete

**ELIGIBILITY REQUIREMENTS**

- Junior level or higher;
- Completed at least 12 semester credit hours in accounting
- Maintaining a minimum GPA of 3.0 on a 4.0 scale; and
- Able to work a minimum of 12 hours.

#### **APPLICATION REQUIREMENTS**

- Completed and signed application form;
- Verification of current enrollment;
- Transcript(s) from college or university;
- Résumé with work experience, educational background, extracurricular activities, and honors/awards; and
- Letter of recommendation from a faculty member or from a current or prior employer (not a relative).

**We will accept applications until the position is filled.** Faxed copies may be submitted but must be followed by original documents.

#### **Submit information to:**

Personnel Manager  
Office of State Treasurer  
4545 Lincoln Boulevard, Suite 106  
Oklahoma City, OK 73105-3413  
Fax: 405-521-4993

#### **APPLICANT SIGNATURE**

I hereby certify that all statements made on this application are true and correct and I understand that any false statement made by me on this application and any attachments could cause me to be ineligible for the intern program or terminated from the intern program. I authorize the State Treasurer, or his designee, to investigate and verify the facts claimed by me on this application and any attachments.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# 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: **Until Filled**

**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

**Pay Band/Salary Range:** \$15.00 per hour

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

**Phone:** (405) 530-8800

**Fax:** (405) 530-8900

# OKLAHOMA WATER RESOURCES BOARD

## VACANCY ANNOUNCEMENT

Position Open September 18<sup>th</sup> –September 29<sup>th</sup> 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](mailto: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

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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](mailto:dbyrd@opers.state.ok.us). For more information about OPERS, visit [www.opers.state.ok.us](http://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](http://www.opm.ok.gov) (follow *HR and Employment Services* tab, under *HR Services* find *Carl Albert Public Internship Program*).

**State of Oklahoma  
Office of Personnel Management**

**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.

**State of Oklahoma  
Office of Personnel Management**

**Carl Albert Public Internship Program**

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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.