



OREGON  
DEPARTMENT OF  
ENERGY

**Conservation Services Intern Position  
(Administrative Specialist 1)**

- Project Tasks:** The Department of Energy is seeking an intern to coordinate the BETC project inspection and verification process and to conduct Business Energy Tax Credit (BETC) application reviews.
- Duties:**
- Conduct basic BETC project reviews by checking applications for reasonability, consistency, accuracy, and then comparing them to program criteria for a recommendation of approval or denial.
  - Coordinate the BETC inspection process by selecting sample of projects, assigning, collecting data, and summarizing results in a report.
  - Conduct some of the physical inspections of project sites by reviewing applicant files, scheduling, inspecting the project, and documenting inspections.
- Qualifications:** Applicant must be currently enrolled in college or graduate school or graduated within the last 24 months.
- Preference may be given to those with an interest in or pursuing a degree in engineering, environmental science, or energy management.
- Must have a valid driver's license and a good driving record, if not, you must be able to provide an acceptable method of transportation.
- Applicants are subject to a Computerized Criminal History check for a thorough background investigation. Adverse background data may be grounds for immediate disqualification.
- The ideal candidate will possess good analytical skills, written and oral communication skills and proficiency with Microsoft Word and Excel.
- Duration:** July through Sept 2008.
- Hours:** 40 hours per week on average.
- Pay:** \$13.25 an hour.
- To Apply:** Please submit a Resume or [PD100](#) (State application found on agency website) by 5 p.m. on July 2, 2008 to:
- Oregon Department of Energy  
Human Resources – Intern application  
625 Marion St. NE  
Salem, OR 97301
- Contact:** Erin McDermott  
HR Analyst  
(503) 378-3752  
[erin.m.mcdermott@state.or.us](mailto:erin.m.mcdermott@state.or.us)