

Opening Date: Immediately
Number of Openings: 1
Classification: Non-Exempt
Closing Date: Until Filled
Location: Austin

Posting number: SML-307
Duration of Job: Regular Full Time
Group/Class #: B14/0171 or B16/0172
***Salary: B14** \$2,596/min - \$4,094/max
***Salary: B16** \$2,910/min - \$4,594/max
*Commensurate with qualifications and experience

Military Specialty Codes:
Army-None Navy- YN,SN
Coast Guard-YN,360
Marine-0100,0102,01,0111,0170
Air Force-3A1X1,3A,3M0X1

Additional information on the SAO Military Crosswalk is available here:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Administrativesupport.pdf

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE

JOB TITLE: License and Permit Specialist II/III

JOB DESCRIPTION: Performs moderately complex or complex (journey-level) licensing work. Work involves receiving and reviewing license applications; ensuring compliance with applicable policies, administrative codes, and statutes; communicating with external and internal customers; and approving applications for licensure. Works under general supervision, with limited or moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Receives and reviews license applications and revisions.
- ◆ Maintains records associated with applications and licenses, violations, and completes necessary forms to approve or deny applications.
- ◆ Monitors license applications, existing registrations, and requests for appropriate information needed to approve and maintain licenses.
- ◆ Provides counter and telephone service to the general public; answers questions and explains licensing related issues; and supplies information regarding license processing, policies, and procedures.
- ◆ Approves or assists in approving applications for licenses based on regulations, administrative codes, and agency policies and procedures.
- ◆ Prepares or assists in preparing correspondence, memos, and reports related to license activities and compliance.
- ◆ Provides or assists in providing interpretations of code, policy requirements, and other information applicable to various agency and statutory requirements.
- ◆ May train others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience in customer service, clerical or administrative support work – two years for License and Permit Specialist II, five years for License and Permit Specialist III.
- ◆ Graduation from a standard senior high school or equivalent is required, but some college is generally preferred.
- ◆ Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of office practices and administrative procedures; and of applicable policies, administrative codes, and statutes.
- ◆ Ability to implement administrative procedures; and to interpret rules, regulations, policies, and procedures.
- ◆ Ability to communicate and interact effectively with members of the public and to respond to public inquiries in a timely manner.
- ◆ Skill in the use of standard office equipment, computers, and computer software.
- ◆ Ability to train others.

NOTE:

- ◆ The position may require on occasion additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. All offers of employment are also contingent upon satisfactory credit check.

HOW TO APPLY:

Submit state of Texas application via Work in Texas/mail/in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application. Applications are available at: <http://www.twc.state.tx.us/files/jobseekers/texas-application-employment-twc.doc>

For directions or to request physical accommodations call Gracie Diaz at 512-475-0614.

E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization.

Department of Savings and Mortgage Lending is an equal opportunity employer.