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| <b>Opening Date:</b> Immediately  | <b>Posting number:</b> SML-287  | <b>Military Specialty Codes:</b>                       |
| <b>Number of Openings:</b> 1      | <b>Duration of Job:</b> Regular Full Time   | <b>Army-</b> 27A,27B,27; <b>Navy-</b> 250X,Staff Corps |
| <b>Classification:</b> Exempt     | <b>Group/Class #:</b> B21/3502  | <b>Coast Guard-</b> LGL10,04,Legal                     |
| <b>Closing Date:</b> Until Filled | B23/3503  | <b>Marine-</b> 4402,4410,44                            |
| <b>Location:</b> Austin           | <b>*Salary:</b> \$4,024 min - \$6,579 max/B21   | <b>Air Force-</b> 51JX,92JO,51,RI                      |
|                                   | \$4,599 min - \$7,532 max/B23   |  |
|                                   | *Commensurate with qualifications and experience  |  |
|                                   | Additional information on the SAO Military Crosswalk is available here:   |  |
|                                   | <a href="http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf">http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf</a> |  |

## **TEXAS DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE**

**JOB TITLE:** Attorney II or III\*

**JOB DESCRIPTION:**

Performs routine to moderately complex professional and administrative attorney work concerning the compliance and interpretation of federal and state laws, regulations, and rules relating to financial and residential mortgage industries. Work requires contact with governmental and private entities. Prepares legal documents; renders legal advice; consults with other attorneys; assists in preparing cases for administrative hearings; drafts and negotiates contracts; drafts bills for legislative consideration; drafts rules for Finance Commission of Texas consideration; may train, coordinate, and lead the work of others. Works under moderate to general supervision of general counsel, with limited to moderate latitude for use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED:**

- ◆ Conducts legal research and provides legal advice to department on applicable federal and state laws, regulations and rules applicable to financial institutions and the residential mortgage industry.
- ◆ Applies legal principles and practices relating to the licensing and regulation of entities and individuals.
- ◆ Prepares or assists in preparing proposed state statutory and administrative rule amendments.
- ◆ Responds to questions directed to the department from the legislature and the public.
- ◆ Prepares or assists in preparing administrative pleadings, motions, briefs, proposed findings and orders for enforcement hearings and appeals.
- ◆ Conducts or assists in conducting administrative, regulatory, evidentiary, and enforcement hearings.
- ◆ Prepares and delivers department related legal education presentation materials to non-lawyers.
- ◆ May train others. Performs related work as assigned.

**GENERAL REQUIREMENTS:**

- ◆ Graduation from an accredited law school with a J.D. or LL.B. degree.
- ◆ Must possess a license to practice law in Texas and be a member in good standing with the State Bar of Texas.
- ◆ Legal experience with emphasis in the financial and/or residential mortgage lending industry– minimum one year for an Attorney II, minimum two years for an Attorney III.
- ◆ Experience in administrative law or compliance is desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- ◆ Knowledge of legal principles, practices, and proceedings and of laws, regulations, and rules relating to the agency.
- ◆ Skill in legal research, writing, and analysis.
- ◆ Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for hearings, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively.
- ◆ Ability to meet time deadlines and handle multiple tasks.
- ◆ Proficient with personal computers, preferably both word processing and spreadsheet programs.

**NOTE:**

- ◆ The position may require 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/jobs/gvjb/stateapp.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.**

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