

# DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

## JOB VACANCY NOTICE

<b>Opening Date:</b> Immediately	<b>Posting Number:</b> SML-333	<b>Military Specialty Codes (excerpt):</b>
<b>Number of Openings:</b> 1	<b>Duration of Job:</b> Regular Full Time	<b>Army-</b> 15P, 68G, <b>Navy-</b> LS, MC, RP
<b>Classification:</b> Non-Exempt	<b>Group/Class #:</b> A11/0152 or A13/0154	<b>Coast Guard-</b> YN
<b>Closing Date:</b> Until Filled	<b>Salary*:</b> \$2,194 min - \$3,865 max	<b>Marine-</b> 0100, 0111, 4430 <b>Air Force-</b> 3F5X1
<b>Location:</b> Austin	*Commensurate with qualifications and experience	

Additional information on the SAO Military Crosswalk is available here:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

**JOB TITLE:** Administrative Assistant II/III

**JOB DESCRIPTION:** Performs routine to complex administrative support and technical program assistance work for the mortgage examination and consumer protection programs. Handles correspondence and documents, answers telephones, disseminates information regarding agency programs, maintains filing systems, manages records, and performs general administrative support duties. May train others. Works under moderate to general supervision with limited to moderate latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED:

- ◆ Performs technical support work for the mortgage examination and consumer protection programs.
- ◆ Maintains established records, filing and record-keeping systems within state agency.
- ◆ Reviews, prepares, and disposes of records according to the agency's record retention schedule.
- ◆ Schedules or assists in scheduling mortgage examinations.
- ◆ Answers both routine and complex questions from licensees and the general population regarding agency programs.
- ◆ Prepares, edits, and distributes correspondence, reports, studies, forms, and documents.
- ◆ Performs general office duties such as handing correspondence and documents, document imaging and assisting with general administrative support work.
- ◆ Provides assistance answering and routing phone calls, including front desk, taking messages, and greeting and directing visitors to the appropriate staff.
- ◆ Performs related work as assigned.

### GENERAL REQUIREMENTS:

- ◆ Experience in office practices, administrative support, or the technical program area. Graduation from a standard senior high school or equivalent is required. Any additional education is a plus.
- ◆ Education and experience may be substituted for one another.

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of, and ability to implement, office practices and administrative procedures.
- ◆ Personal computer experience, preferably both word processing and spreadsheet programs.
- ◆ Ability to interpret rules, regulations, policies, and procedures.
- ◆ Ability to communicate effectively, both verbally and in writing.
- ◆ Ability to meet time deadlines.
- ◆ Ability to handle multiple tasks.
- ◆ Ability to provide excellent customer service and maintain appropriate demeanor in stressful situations.

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### 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 Human Resources 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.**