

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING
STATE AGENCY JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-345	Military Specialty Codes:
Number of Openings: 2	Duration of Job: Regular Full Time	Army-N/A Navy-N, YN. YNS
Classification: Non-Exempt	Group/Class #: B12/0170 or B14/0171	Coast Guard-YN
Closing Date: Until Filled	*Salary: B12 \$2,320/min - \$3,649/max	Marine-0100,0111
Location: Austin, TX	*Salary: B14 \$2,595/min - \$4,094/max	Air Force-3F5X1
	*Commensurate with qualifications and experience	

Additional information on the SAO Military Crosswalk is available here:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

JOB TITLE: License and Permit Specialist I/II

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

EXAMPLES OF WORK PERFORMED:

- ◆ Receives and reviews license and permit applications, revisions, and renewals.
- ◆ Inputs license and permit applications, payments, and required technical data for licenses and permits into appropriate computer applications, databases, and systems.
- ◆ Issues licenses and permits, collects license and permit fees, and reimburses fees to denied applicants.
- ◆ Maintains records associated with license and permit applications, fee payments, and violations, and completes necessary forms to approve or deny license and permit applications.
- ◆ Monitors license and permit applications, contract registrations, zoning, inspections, other permits, and requests for appropriate routing or processing needed to approve license or permits.
- ◆ Provides administrative and technical assistance related to license and permit requirements to the general public, agency staff, and government and elected officials; answers questions and explains licensing and permit codes; and supplies information regarding license and permit processing, policies, and procedures.
- ◆ Assists in approving applications for licenses and permits based on state regulations, administrative codes, and agency policies and procedures.
- ◆ Assists in maintaining program data related to licensed or permitted activities.
- ◆ Assists in preparing notices, correspondence, memos, and reports related to license and permit activities and compliance.
- ◆ May assist in administering fee programs. May assist in developing technical and administrative procedures for the review of license and permit applications. May administer oral, written, or other tests to license and permit applicants.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Experience in customer service, clerical, administrative, or technical support work. Graduation from a two-year college or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES:

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

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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 <http://www.workintexas.com>, by email to jobs@sml.texas.gov, mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705 or via fax to 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.