

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-348	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full time	Army-27A; Navy-250X
Classification: Exempt	Group/Class #: B23/3503 or B25/3504	Coast Guard-LGL10
Closing Date: Until Filled	Salary*: \$4,600 min - \$8,624 max	Marine-4402, 4410
Location: Austin	*Commensurate with qualifications and experience	Air Force-51JX, 92JO, 51JX
Benefits Offered:	Comprehensive healthcare options, State of Texas retirement plan, paid vacation/holidays, Employee Assistance Program, Training/Employee Development Program, and more	
Additional information on the SAO Military Crosswalk is available here: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf		

JOB TITLE: Attorney II or III - Thrift

ABOUT US: The Department of Savings and Mortgage Lending is a State of Texas governmental agency. As part of its core mission, the Mortgage Regulation Division of the Department is responsible for licensing or registration of residential mortgage loan originators, mortgage companies, mortgage bankers, and third party loan servicers, and determining if they meet statutory requirements. The Division is also responsible for examination of residential mortgage loan originators and mortgage companies for compliance with laws and regulations.

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 the financial/banking industries. Work requires contact with governmental and private entities. Prepares legal documents, renders legal advice, and consults with other attorneys. Provides legal advice and drafts documents regarding enforcement and regulation of the banking industry, including holding companies and state savings banks. Responds to questions from the public, stakeholders, and members of the legislature on proposed bills, legislation, statutes and regulations. Proposes and drafts rules for consideration by the Texas Finance Commission. 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.
- ◆ Prepares orders for thrifts, holding companies and third party providers in relation to the legal and/or supervisory matters of state and federal laws applicable to the Texas thrift industry.
- ◆ 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 and delivers department related legal education presentation materials to non-lawyers.
- ◆ May train others. Performs related work as assigned.
- ◆ Other tasks 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 banking industry– minimum one year for an Attorney II, minimum two years for an Attorney III.

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.

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- ◆ Ability 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 a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <http://www.workintexas.com>, or
- ◆ Email to jobs@sml.texas.gov, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

Applications are available at <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>.

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

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.