

# DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

## JOB VACANCY NOTICE

<b>Opening Date:</b> Immediately	<b>Posting number:</b> SML-355	<b>Military Specialty Codes:</b>
<b>Number of Openings:</b> 1	<b>Duration of Job:</b> Regular Full Time	<b>Army-</b> 36A; <b>Navy-</b> N/A;
<b>Classification:</b> Exempt	<b>Group/Class #:</b> B17/1100 or B19/1102	<b>Coast Guard-</b> F&S, FIN10;
<b>Closing Date:</b> Until Filled	<b>Salary*:</b> \$3,082 min - \$4,866 max/mo for FEI	<b>Marine-</b> 3404, 3408, 8844;
<b>Location:</b> Statewide	\$3,521 min - \$5,746 max/mo for FEII	<b>Air Force-</b> 6F0X1, 65FX, 65WX
(Remote Work)	*Commensurate with qualifications and experience	

**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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**JOB TITLE:** Financial Examiner I/II – Thrift (Information Technology)

**JOB DESCRIPTION:** Performs entry-level or routine to moderately complex Information Systems and Cyber Security Threat examinations. Assess the information security and cyber security risks associated with the information technology operations, electronic banking activities and management information systems to ensure the systems are operating in a safe and sound manner and in compliance with applicable banking laws, regulations, and policy statements. Assists in or examines operating reports and financial accounting records, and investigates business practices. May also assist in conducting safety and soundness examinations, investigation and analysis of thrift institutions under close supervision of a senior examiner, as needed. Participates in on-the-job training and formal training to acquire and develop further an understanding of information technology, thrift regulation, analytical and communication skills, and work paper technique. Works under close to moderate supervision with minimal to limited latitude for independent judgment.

### EXAMPLES OF WORK PERFORMED:

- ◆ Obtain knowledge of thrift regulation by becoming familiar with applicable law and regulations including the Statutes and Rules for Texas Savings Banks, Statutes and Rules for Texas Savings and Loan Associations, FDIC manual of examination policies and procedures, FFIEC IT examination handbook, and Departmental memoranda.
- ◆ Assist in reviewing institution records and IT environment to determine compliance with laws and regulations.
- ◆ Attend assigned schools and training seminars to improve knowledge base.
- ◆ Performs or assists with analyzes and evaluation of recordkeeping systems of financial institutions to determine if books, records, and files are prepared and maintained in accordance with regulations and standards.
- ◆ Determine implications of information security and cyber security risks and standards to financial institutions.
- ◆ Assess effectiveness of financial institutions IT environment.
- ◆ Submit assigned tasks and administrative paperwork in a neat, legible and timely manner.
- ◆ Communicate examination findings to management and board of directors under direct supervision.
- ◆ May function as lead examiner in a non-complex institution with a senior examiner assisting.

### GENERAL REQUIREMENTS:

- ◆ Must possess a valid Texas driver's license and be willing to travel up to 70% of time.
- ◆ Graduation from an accredited four year college or university with major course work in business, finance, economics, accounting, computer science or related degree, with a minimum of six hours in computer science/information systems required.
- ◆ Fin. Examiner II - At least two (2) years' experience in financial institution IT management or comparable industry experience in computer science or information systems.
- ◆ Fin. Examiner I - Any previous work experience in computer science/information systems is desirable.
- ◆ Certified Information Systems Auditor, Certified Information Systems Security Professional designation a plus.

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## JOB VACANCY NOTICE

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Good written and verbal communication skills.
- ◆ Basic data entry skills using a personal computer.
- ◆ Tact and ability to work with fellow examiners and institution personnel in sometimes stressful situations.
- ◆ Personal computer proficiency, preferably with both word processing and spreadsheet software.
- ◆ Good analytical abilities; ability to develop and modify work procedures to improve efficiency.
- ◆ Ability to meet deadlines, handle multiple tasks and work independently with moderate supervision.

### 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.

*External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment. 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](mailto: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/qvjb/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.**