

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-356	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full Time	Army- 31D, 35M, 311A
Classification: Non-Exempt	Group/Class #: B14/1351 or B16/1352	Coast Guard IV, INV, OAP12
Closing Date: Until Filled	Salary*: B14 \$2,596 min - \$4,094 max	Marine- 5819, 5821, 5805
Location: Austin, TX	B16 \$2,910 min - \$4,594 max	Navy- IS, MA, 183X
	*Commensurate with qualifications and experience	Air Force- 71SX

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_InspectorsandInvestigators.pdf

JOB TITLE: Investigator II/III (Licensing)

JOB DESCRIPTION:

Performs routine to moderately complex (journey-level) office investigative work involving residential mortgage loan originators' license applicants. Analyzes and responds to criminal history and financial responsibility findings and consumer complaints, opens and assists with investigations, assists in the maintenance of the licensing database and license records, and prepares standard correspondence. Deals extensively with senior management through written and verbal communication and deals with the public, applicants, and licensees by telephone and through correspondence. Works under moderate to general supervision of the Manager of Licensing with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Obtains, copies, and examines documents, records, and information from applicants, respondents, and others relevant to the licensing requirements and complaint investigations.
- ◆ Conducts background and personal history investigations, reviews records, and verifies information.
- ◆ Evaluates and summarizes investigative findings.
- ◆ Prepares reports on findings and recommendations.
- ◆ Answers telephone inquiries concerning complaints and issues arising under the laws, rules, and procedures administered by the Department.
- ◆ Conducts office investigations of alleged violations of laws, rules, and regulations enforced by the Department.
- ◆ Identifies, contacts, and interviews potential witnesses and complainants.
- ◆ Assists in preparing cases for presentation at hearings or in court.
- ◆ Presents testimony and evidence in courts.
- ◆ May train others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Investigator II – Minimum two (2) years of experience in related investigative work required; Investigator III – Minimum four (4) years of experience in related investigative work required.
- ◆ Graduation from an accredited four-year college or university with major course work in business, finance, criminal justice or other related fields is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of investigative principles, techniques, and procedures, and of court procedures, practices, and rules of evidence.
- ◆ Excellent written and verbal communication skills.
- ◆ Initiative, attention to detail, and tact.
- ◆ Ability to handle multiple tasks according to specific instructions and guidelines.
- ◆ Ability to meet time deadlines.
- ◆ Significant personal computer experience, preferably with both word processing and spreadsheet programs.
- ◆ Ability to conduct investigations, to interpret and apply laws and regulations, to conduct interviews and gather facts, to evaluate findings, to prepare concise reports, to testify in hearings and court proceedings, and to train others.

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

NOTE:

- ◆ This opening is for a non-peace officer position.
- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet 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, 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.