

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-354	Military Specialty Codes:
Number of Openings: 2	Duration of Job: Regular Full Time	Army- 36A; Navy- N/A;
Classification: Non-Exempt	Group/Class #: B17/1100 or B19/1102	Coast Guard- F&S, FIN10;
Closing Date: Until Filled	Salary*: \$3,082 min - \$4,866 max/mo for FEI	Marine- 3404, 3408, 8844;
Location: Statewide (Remote Work)	\$3,521 min - \$5,746 max/mo for FEII *Commensurate with qualifications and experience	Air Force- 6F0X1, 65FX, 65WX

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

JOB TITLE: Financial Examiner I or II*- Mortgage Examinations

JOB DESCRIPTION: This position performs entry-level to routine compliance examinations of residential mortgage loan companies, mortgage bankers, wrap lenders, and residential mortgage loan originators. Work involves conducting examinations of mortgage originator operations to evaluate and assess compliance with state and federal laws and regulations. Works remotely with close to moderate supervision with limited latitude for the use of initiative and independent thinking. Position may require at least 10% overnight travel.

EXAMPLES OF WORK PERFORMED:

- ◆ Conducts independent entry to routine examinations of mortgage entities.
- ◆ Communicates effectively with all levels of industry employees to convey requirements and results of examinations.
- ◆ Examines records to determine statutory compliance.
- ◆ Analyzes findings and develops action plans to complete examinations/inspections.
- ◆ Verifies the accuracy of documents and records deficiencies.
- ◆ Determines proper documentation and adequate procedures.
- ◆ Assists investigators in reviewing reports of fraud and other consumer complaints issues.
- ◆ Conducts covert examinations at the direction of the Commissioner.
- ◆ Conducts fraud examinations, when deemed necessary.
- ◆ Perform related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited four-year college or university required. Major course work in business administration, finance, accounting, business administration, economics or a related field is generally preferred.
- ◆ Experience in compliance, regulation, legal, audit, or financial analysis – minimum one year preferred for Financial Examiner I; minimum three years required, preferably involving mortgage-related entities, for Financial Examiner II.

SPECIAL REQUIREMENTS:

- ◆ Position may require at least 10% overnight travel.
- ◆ Must possess or obtain within six months a valid Texas Driver's License. Satisfactory driving records are required for driving any vehicle to conduct agency business.
- ◆ Final applicants may be subject to an employment credit check, driving record check, and criminal background check.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of compliance procedures/practices; mortgage industry terminology and practices; business operating procedures; and management control and internal reporting techniques.
- ◆ Extensive personal computer skills, including spreadsheet and word processing software.
- ◆ Ability to examine or inspect records, operational procedures, and documents; draft clear and concise reports and correspondence regarding findings; and apply relevant rules, regulations, and statutes.
- ◆ Ability to work independently, meet deadlines, and handle multiple tasks.
- ◆ Strong analytical and critical thinking skills.
- ◆ Attention to detail.
- ◆ Ability to maintain confidentiality and handle sensitive information.

NOTE:

- ◆ 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.