

# DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

## JOB VACANCY NOTICE

<b>Opening Date:</b> Immediately	<b>Posting number:</b> SML-361	<b>Military Specialty Codes:</b>
<b>Number of Openings:</b> 1	<b>Duration of Job:</b> Regular Full Time	<b>Army-</b> 68G <b>Navy-</b> LS
<b>Classification:</b> Non-Exempt	<b>Group/Class #:</b> A15/0156 or A17/0158	<b>Coast Guard-</b> No Military Equivalent
<b>Closing Date:</b> Until Filled	<b>Salary*:</b> \$2,748 min - \$4,337 max for a IV	<b>Marine-</b> 0111, 0170 <b>Air Force-</b> 3F5X1
<b>Location:</b> Austin, TX	\$3,081 min - \$4,866 max for a V	
	*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:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

**JOB TITLE:** Administrative Assistant IV-V (Mortgage Regulation)

### JOB DESCRIPTION:

Performs highly complex (senior-level) administrative support work for the Mortgage Regulation Division. Work involves providing and coordinating internal administrative support including disseminating information, maintains records and filing systems, and preparing and editing reports and documents. May provide guidance to others. Works under limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED:

- ◆ Performs technical support work for the Mortgage Regulation Division.
- ◆ Reviews, edits, and prepares internal and external correspondence, reports, forms, and documents.
- ◆ Develops, coordinates, and maintains record keeping and filing systems.
- ◆ Performs general office duties such as answering and routing phone calls, and ordering and maintaining office supplies.
- ◆ Coordinates meetings, conferences, and seminars, and prepares related materials.
- ◆ Manages and maintains schedules and travel arrangements for the Director of Mortgage Regulation and other division staff.
- ◆ Responds to general inquiries regarding statutes, regulations, policies, and procedures.
- ◆ May train others.
- ◆ Performs related work as assigned.

### GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited high school or successful completion of GED certification
- ◆ Experience in a responsible position that provided thorough knowledge of administrative support functions and office practices and procedures, or clerical administration and business management practices including the preparation, maintenance, proofreading, and editing of forms, records, and reports – minimum three (3) years for an Administrative Assistant IV and five (5) years for an Administrative Assistant V.
- ◆ Graduation from an accredited four-year college or university is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Excellent written and verbal communication skills.
- ◆ Excellent organizational skills and the ability to work independently.
- ◆ Strong computer skills in Microsoft Office365 Products (Word, Excel, PowerPoint, and Teams)
- ◆ Knowledge of office practices and administrative procedures.

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- ◆ Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to provide guidance to others.
- ◆ Initiative, attention to detail, and tact.
- ◆ Ability to handle multiple tasks according to specific instructions and guidelines.
- ◆ Ability to meet time deadlines.

*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.**