

# DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

## JOB VACANCY NOTICE

<b>Opening Date:</b> Immediately	<b>Posting number:</b> SML-358	<b>Military Specialty Codes:</b>
<b>Number of Openings:</b> 2	<b>Duration of Job:</b> Regular Full time	<b>Army-27A; Navy-250X</b>
<b>Classification:</b> Exempt	<b>Group/Class #:</b> B21/3502 or B23/3503	<b>Coast Guard-LGL10</b>
<b>Closing Date:</b> Until Filled	<b>Salary*:</b> \$4,024 min - \$7,532 max	<b>Marine-4402, 4410</b>
<b>Location:</b> Austin (Remote work possible)	*Commensurate with qualifications and experience	<b>Air Force-51JX, 92JO</b>

**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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

**JOB TITLE:** Attorney I or II - Enforcement

**JOB DESCRIPTION:** Performs professional and administrative attorney work concerning the compliance and interpretation of federal and state laws, regulations, and rules relating to financial and residential mortgage industries. Work requires contact with governmental and private entities. Prepares legal documents; renders legal advice; consults with attorneys; assists in preparing cases for administrative hearings; drafts and negotiates contracts; drafts bills for legislative consideration; drafts rules for Finance Commission of Texas consideration; may train, coordinate, and lead the work of others. Reports to the General Counsel. Works under moderate to general supervision, with limited to moderate latitude for use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED:

- ◆ Conducts legal research and provide legal advice to department on applicable federal and state laws, regulations and rules applicable to financial institutions and the residential mortgage industry.
- ◆ Applies legal principles and practices relating to the licensing and regulation of entities and individuals.
- ◆ Assists in preparing proposed state statutory and administrative rule amendments.
- ◆ Responds to questions directed to the department from the legislature and the public.
- ◆ Prepares administrative pleadings, motions, briefs, proposed findings and orders for enforcement hearings and appeals.
- ◆ Conducts or participates in conducting administrative, regulatory, evidentiary, and enforcement hearings.
- ◆ Prepares and delivers department related legal education presentation materials.
- ◆ May train others. Performs related work 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 in litigation, real estate, residential mortgage lending, administrative law, compliance, banking and/or financial services is desirable.

### 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.
- ◆ Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for hearings, 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.

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- ◆ 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.

*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/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.**