

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-367	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full time	Army/Navy- No Equivalent
Classification: Exempt	Group/Class #: B31/3524 or B33/3525	Coast Guard – LGL10
Closing Date: Until Filled	Salary*: \$111,793 min - \$228,775 max	Marine - 4410
Location: Austin (Remote work possible)	*Commensurate with qualifications and experience	Airforce- No Equivalent

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

JOB TITLE: General Counsel IV/V

JOB DESCRIPTION: Performs advanced/managerial legal work for the agency. Directs and plans legal activities; heads the legal division, including enforcement and consumer complaints investigation sections; represents the agency in administrative hearings; supervises the preparation of legal opinions, briefs, and documents related to appeal or enforcement of regulatory actions; interprets laws and regulations; renders legal advice and counsel; consults with other attorneys; and drafts bills for legislative consideration. Plans, assigns, and supervises the work of others. Reports to the Commissioner. Works under minimal supervision with extensive latitude for the use of independent judgment and initiative.

EXAMPLES OF WORK PERFORMED:

- ◆ Conducts legal, enforcement and complaint investigation activities for the agency.
- ◆ Manages attorneys, investigators, and administrative staff; plans and organizes work assignments.
- ◆ Advises staff and the public on the interpretation and application of agency laws and regulations.
- ◆ Enforces agency regulatory provisions and prosecutes violations.
- ◆ Prepares and/or supervises the preparation of legal opinions, briefs, orders, subpoenas, and appeals.
- ◆ Consults with federal depository and non-depository regulators on pertinent matters.
- ◆ Drafts bills and amendments for legislative consideration; prepares drafts of rules, and regulations affecting agency operations.
- ◆ Analyzes actual or proposed state/federal laws and regulations affecting regulated entities and the agency.
- ◆ Ensures timely and effective publication of necessary items in the Texas Register.
- ◆ Acts as liaison with the Office of Attorney General and attorneys of other agencies and regulated entities.
- ◆ May act as legislative liaison.
- ◆ Represents the Commissioner in appeals of decisions.
- ◆ May schedule hearings, interrogate witnesses, and prepare decisions on appeals of decisions and rulings.
- ◆ May prepare cases for administrative hearings or court action.
- ◆ May represent the agency in administrative hearings.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited law school with a LL.B. or J.D. degree.

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- ◆ Member in good standing with the State Bar of Texas.
- ◆ Minimum seven years legal experience with a financial/commercial/lending law emphasis.
- ◆ Experience in management of professional and administrative staff required.
- ◆ Experience in administrative law, legislative drafting, fraud investigation, residential mortgage lending, banking or state savings bank law, and civil litigation preferred.
- ◆ Regulatory experience, either state or federal, preferred.
- ◆ Experience as legislative liaison a plus.

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.
- ◆ 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, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

Applications are available at <https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>

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.