

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-373	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full time	Army-27A; Navy-250X
Classification: Exempt	Group/Class #: B21/3502 or B23/3503	Coast Guard-LGL10
Closing Date: Until Filled	Salary*: \$4,024 min - \$7,532 max	Marine-4402, 4410
Location: Austin (Remote work possible)	*Commensurate with qualifications and experience	Air Force-51JX, 92JO

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: Attorney I or II - Enforcement

JOB DESCRIPTION: Performs routine to moderately complex (journey-level) legal work as an attorney concerning the interpretation of and compliance with federal and state law relating to the regulation of the residential mortgage lending industry (primarily) and state savings banks and savings associations (secondarily). Prosecutes enforcement actions and contested cases concerning the Department's regulated entities. Plans and organizes workload; prepares legal documents; analyses and interprets applicable law; prepares cases for adjudicative hearings; and represents Department staff in adjudicative hearings. 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:

- ◆ Analyses and interprets applicable federal and state law relating to the Department and its regulated entities and industries.
- ◆ Reviews agency findings of investigations, complaints, and other allegations of wrongdoing to detect violations of law and determine appropriate legal action.
- ◆ Prosecutes enforcement actions and contested cases including representing Department staff in adjudicative hearings before the State Office of Administrative Hearings.
- ◆ Drafts subpoenas, orders, notices of hearing, pleadings, motions, and other legal documents relating to the formal and informal disposition of enforcement actions and contested cases.
- ◆ Secures evidence and testimony (including conducting discovery) to prosecute enforcement actions and contested cases.
- ◆ Analyzes and provides interpretations of applicable law in response to inquiries internal and external to the Department.
- ◆ Interacts with state and federal regulatory agencies, and other regulatory authorities involved in the regulation of the Department's regulated entities and industries.
- ◆ Makes presentations to industry stakeholders and other interested persons.
- ◆ Assists the General Counsel in conducting rulemaking actions.
- ◆ Assists the General Counsel with legislative tracking, bill analysis, and legislative drafting.
- ◆ Assists the Public Information Officer with legal issues relating to requests for information made under the Texas Public Information Act.
- ◆ Complies with all agency personnel policies and procedures.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited law school with a J.D. or LL.B. degree.
- ◆ Must be licensed to practice law in the State of Texas and a member in good standing with the State Bar of Texas.
- ◆ Legal experience in litigation, real estate, residential mortgage lending, regulatory compliance, banking and/or financial services is preferred.

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- ◆ Minimum two years' experience in administrative law with a focus on the prosecution of contested cases is strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of federal and state law relating to the agency and its regulated entities and industries.
- ◆ Knowledge of agency policies and procedures.
- ◆ Knowledge of the Texas Administrative Procedure Act, Texas Rules of Evidence, Texas Rules of Civil Procedure, procedural and other rules of the State Office of Administrative Hearings, and other laws, rules, and procedures relating to the prosecution of contested cases.
- ◆ Skill in legal research, writing, and analysis.
- ◆ Skill and proficiency with the use of computers, word processing software, spreadsheet software, and other software and computer programs used by the agency.
- ◆ Memory skills.
- ◆ Ability to write clearly and effectively in a professional manner.
- ◆ Ability to meet rigid time deadlines and handle multiple tasks while paying close attention to details.
- ◆ Ability to maintain confidentiality.
- ◆ Ability to establish and maintain effective working relationships and work collaboratively with other employees.
- ◆ Ability and skill in public speaking.

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.