

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

STATE AGENCY JOB VACANCY NOTICE

Opening Date: Immediately	Posting Number: SML- 382	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full Time	Army – 36B,36A; Navy – LS, RL; Coast Guard – SK, F&S;
Classification: Non-Exempt	Group/Class #: B17/1570	Marine – 0111, 0102; Air Force – 2G0X1,16GX
Closing Date: Until Filled	Salary*: B17 \$3,332 min - \$5,116 max	
Location: Austin (Hybrid)	*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_ProgramManagement.pdf

JOB TITLE: Program Specialist I – (Mortgage Regulation)

JOB DESCRIPTION: Performs routine (journey-level) consultative services and technical assistance work for the Mortgage Regulation Division (Examination and Licensing sections). Work involves researching and drafting referrals for enforcement actions, gathering resource records for reporting purposes, drafting reports to senior management, processing examination reports in a support role, disseminating information, developing and maintaining filing systems, and preparing and editing reports and documents. May provide guidance to others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Prepares and drafts enforcement action referrals to the Legal Division at the direction of the Director of Mortgage Regulation.
- ◆ Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to the Mortgage Regulation division.
- ◆ Compiles data and gathers resource documentation for reporting performance measures relating to the Mortgage Regulation division.
- ◆ Drafts management responses for Finance Commission reports.
- ◆ Compiles and edits data for charts, graphs, and tables, and prepares summaries or reports including the Finance Commission report and internal/external audit reports.
- ◆ May assist in preparing and evaluating program budget requests.
- ◆ May assist in preparing justifications for the implementation of procedural or policy changes.
- ◆ May assist in developing policy and procedure manuals.
- ◆ May assist in analyzing legislation to develop recommendations for policy changes.
- ◆ May assist the Administrative Assistant in the editing, processing, and archiving Mortgage Examination reports.
- ◆ Sends correspondence to licensees/registrants when adequate responses to the examination reports are not received.
- ◆ Handles confidential material and processes information sharing requests with other federal and state regulatory agencies at the direction of the Director of Mortgage Regulation.
- ◆ Maintains and updates the restitution log.
- ◆ Maintains records and helps ensure adherence to the approved Record Retention Schedule.
- ◆ Performs general office duties such as filing and maintaining a filing system, answering and routing phone calls, and ordering and maintaining office supplies.
- ◆ Processes some license amendments and sponsorship requests/removals in the Nationwide Multistate Licensing System and Registry (NLMS).
- ◆ Coordinates meetings, conferences, and seminars, and prepares related materials.
- ◆ Explains and disseminates information concerning agency programs and procedures.

- ◆ Responds to general inquiries regarding statutes, regulations, policies, and procedures.
- ◆ Manages and maintains schedules and travel arrangements for the Director of Mortgage Regulation and other staff.
- ◆ May train others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited four-year college or university.
- ◆ Two years of full-time experience in the development, implementation, or interpretation of policies and procedures in a public or private agency is preferred.
- ◆ Experience in legal assistance work is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Proficient written and verbal communication skills.
- ◆ Demonstrated organizational skills and the ability to work independently.
- ◆ Ability to gather, assemble, correlate, and analyze facts to prepare and develop reports.
- ◆ Knowledge of office practices and administrative procedures.
- ◆ 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.
- ◆ Strong computer skills in Microsoft Office365 Products (Word, Excel, PowerPoint, and Teams)

NOTE:

- ◆ The position may require travel up to 5% of the time, 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 and background check.

HOW TO APPLY:

Submit a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <https://www.workintexas.com>, or
- ◆ Email to humanresources@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/sites/default/files/busops/docs/state-of-texas-applications-e-133-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.