

**DEPARTMENT OF SAVINGS AND MORTGAGE LENDING
STATE AGENCY JOB VACANCY NOTICE**

Opening Date: Immediately
Number of Openings: 1
Classification: Non-Exempt
Closing Date: Until Filled
Location: Austin, TX
(4 days office and 1 day telework)

Posting Number: SML- 383
Duration of Job: Regular Full Time
Group/Class #: B14/1351, B16/1352,
or B18/1353
Salary*:
\$3,096 min-\$4,594 max/mo. Inv. II
\$3,410 min-\$5,094 max/mo. Inv. III
\$3,794 min -\$5,921 max./mo. Inv. IV
*Commensurate with qualifications & experience

Military Specialty Codes:
Army – 31 A/B; **Navy** – EOD;
183X **Coast Guard** – IV, INV
Marine – 5813, 5805, 8844; **Air
Force** – 14NX; **Space Force**-
510, 15N

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_CompplianceInspectionandInvestigation.pdf

JOB TITLE: Investigator II/III/IV – Mortgage Licensing

JOB DESCRIPTION: Performs routine to moderately complex (journey-level) office investigative work involving residential mortgage loan originators' license applicants. Analyzes and responds to criminal history and financial responsibility findings and consumer complaints, opens and assists with investigations, assists in the maintenance of the licensing database and license records, and prepares standard correspondence. Deals extensively with senior management through written and verbal communication and deals with the public, applicants, and licensees by telephone and through correspondence. Works under moderate to general supervision of the Manager of Licensing with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

- ◆ Obtains, copies, and examines documents, records, and information from applicants, respondents, and others relevant to the licensing requirements and complaint investigations.
- ◆ Conducts background and personal history investigations, reviews records, and verifies information.
- ◆ Evaluates and summarizes investigative findings.
- ◆ Prepares reports on findings and recommendations.
- ◆ Answers telephone inquiries concerning complaints and issues arising under the laws, rules, and procedures administered by the Department.
- ◆ Conducts office investigations of alleged violations of laws, rules, and regulations enforced by the Department.
- ◆ Identifies, contacts, and interviews potential witnesses and complainants.
- ◆ Assists in preparing cases for presentation at hearings or in court.
- ◆ Presents testimony and evidence in courts.
- ◆ May train others.
- ◆ Performs related work as assigned.

GENERAL REQUIREMENTS:

Education:

- ◆ Graduation from an accredited four-year college or university required with Major course of work in business administration, finance, accounting, business, economics, or a related field is generally preferred.

Experience and Training:

- ◆ Investigator II – Minimum One (1) year of experience in related investigative work required.
- ◆ Investigator III- Minimum Three (3) years of experience in related investigative work required.
- ◆ Investigator IV- Minimum five (5) years of experience in related investigative work required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Knowledge of investigative principles, techniques, and procedures, and of court procedures, practices, and rules of evidence.
- ◆ Proficient written and verbal communication skills.
- ◆ Demonstrated initiative, attention to detail, and tact.
- ◆ Ability to handle multiple tasks according to specific instructions and guidelines.
- ◆ Ability to meet time deadlines.
- ◆ Proficient personal computer experience, preferably with both word processing and spreadsheet programs.
- ◆ Ability to conduct investigations, to interpret and apply laws and regulations, to conduct interviews and gather facts, to evaluate findings, to prepare concise reports, to testify in hearings and court proceedings, and to train others.

NOTE:

- ◆ The position may require travel up to 5% of the time, additional work hours including evenings, weekends, and/or holidays to meet 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 background and credit 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.sml.texas.gov/wp-content/uploads/2023/12/texas-application-employment.pdf> or <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.