



One State Street, New York, NY 10004
An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Program Aide, SG-13

Location: One State Street, NYC

Business Unit: Mortgage Banking

Negotiating Unit: Civil Service Employees Association (CSEA)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$45,159- \$55,008

Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,026 annual downstate adjustment

Appointment Status: Permanent

The Department of Financial Services (“DFS”) is seeking candidates to fill the position of Program Aide, SG-13. Duties of this position will include, but not be limited to the following:

- Performs first level review of applications and accompanying documents submitted by individuals seeking licensure as Mortgage Loan Originators (MLO), for accuracy and completeness, including managing data entry process between the Department's internal database and external third-party application system. Also, includes review of federal and state statutory requirements, such as pre-licensing education, testing requirements, criminal background checks and credit reports for financial responsibility determination;
- Reviews, develops, maintains and updates tracking reports as required by the program area to monitor the status of applications;
- Prepares correspondence notifying applicants of licensing standards, non-compliance with such standards, enforcement action taken by the Department and outstanding fees, if any; Also, drafts memorandums requesting legal opinions regarding the licensing or denial of an applicant;
- Assists in the development of charts, tables and reports designed to analyze the effectiveness of the Department's MLO licensing processes, including information related to application processing time, annual volume, and annual renewal results;
- Provides responses to incoming inquiries from MLO applicants and other individuals seeking MLO licensing information including but not limited to continuing education, pre-licensing education, criminal background check, fees, surety bond requirements and application status;

- Coordinates and reconciles the Department's internal applications pending reports with external third-party database and completes weekly data integrity review between the two databases; and
- Validates and monitors MLO sponsorship compliance by comparing information across internal and external databases; prepares letters to licensed individuals and entities notifying of noncompliance, if any.

Appointment Method

List Appointment: Candidates must be reachable on the Civil Service eligible list for Administrative Aide/Agency Program Aide, #00-340.

Transfer: Candidates in a title eligible for transfer via Section 70.1 of the Civil Service Law are encouraged to apply. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than January 18, 2019** to the email address listed below. Please include **Box PA-MB-25004** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel
Box PA-MB-25004
New York State Department of Financial Services
Office of Human Resources Management
99 Washington Avenue, Suite 301
Albany, New York 12257
Email: Nicole.Pickel@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job and the accommodation would not constitute an undue hardship on the operations of the agency.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.