



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Program Aide, Grade 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: \$44,274 – 53,927

Appointment Status: Permanent

The Department of Financial Services (DFS) is seeking applicants to fill the position of Program Aide. Incumbent will assist the Financial Services Manager in serving as a liaison in representing DFS to agency staff, governmental officials and industry representatives with regard to Mortgage Banking.

The duties of the position will include, but not be limited to, the following:

- Responds to incoming telephone inquiries from regulated entities and licensed mortgage loan originators regarding Surety bond, sponsorship and licensing status;
- Validates bond compliance for sponsorship request for approximately 8,000 licensed MLOs; monitors compliance with surety bond requirements, by comparing information across multiple internal and external databases; prepares letters to licensed mortgage loan originators and originating entities advising of noncompliance with surety bond requirements; posts license items to external database and manages annual renewal certification for active surety bond;
- Prepares Occurrence Letters for transmittal to surety bond companies regarding potential claim; drafts claim letters and completes claim forms received from surety company for payment of surety bond claims and liaises with the Office of Financial Management on distribution of checks;
- Inputs bond cancellation notices in LINX; prepares cancellation notification letters for transmittal to regulated entities and MLOs; assists in archiving MLO surety bond files, including network storage of information received electronically and prepares memorandum outlining the volume of cancellation notices received, number of such notices remaining unresolved and the number of MLOs terminated because of bond noncompliance, including recommendation for hearings or supervisory action;

- Prepares written correspondence notifying regulated entities of noncompliance with annual Mortgage Call Report (“MCR”) filing requirements, NMLS data fix requirements; Unauthorized website and unauthorized changes in ownership, officers, directors, qualifiers and principal officers;
- Assists in the compilation of annual Volume of Operation Report (VOOR) and Annual Volume of Servicing (VOSR) data for the Department’s general assessment and preparation of industry study. Corresponds with entities to determine accuracy of information submitted;
- Manages Mortgage Call Report data collected through the NMLS, including downloading reports, reviewing for discrepancy with VOOR or VOSR filings submitted to the Department; and
- Other duties as assigned.

Skills Requirement: Proficient computer skills, good attention to detail, strong communication and organizational skills.

Appointment Method:

List Appointment: Candidates must be reachable for appointment on the Civil Service eligible list for Administrative Aide/Agency Program Aide, #00340.

Transfer: Candidates in titles 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 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 March 20, 2018** to the email address listed below. Please include “**BoxMB-25007**” in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Michelle Larimore
 Box MB-25007
 New York State Department of Financial Services
 Office of Human Resources Management
 One Commerce Plaza, Suite 2016
 Albany, New York 12257
 Email: Michelle.Larimore@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. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

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