

## Job Description

<b>Job Title</b>	Banking Licensing Specialist		
<b>Job ID</b>	24803		
<b>Date Opened</b>	01/24/2024		
<b>Date Closed</b>	02/02/2024		
<b>Location</b>	1050 1st Street, NE		
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b>	Career Service - Reg Appt
<b>Regular/Temporary</b>	Regular		
<b>Agency</b>	SR		Insurance, Securities and Bank
<b>Area of Consideration</b>	Open to Public		
<b>Grade</b>	12		
<b>Bargaining Unit</b>	1_2	<b>Compensation Unit</b>	1 & 2
<b>Minimum Range</b>	\$89,958.000000	<b>Maximum Range</b>	\$115,104.000000
<b>Target Openings</b>	2	<b>Available Openings</b>	2

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## General Job Information

### **JOB SUMMARY**

This position is located in the Banking Bureau, Licensing Division, Department of Insurance, Securities and Banking.

### **DUTIES AND RESPONSIBILITIES**

The incumbent serves as an expert Banking Licensing Specialist performing a variety of administrative and technical tasks required in the licensing, registration and renewal functions in the following licensing categories: Check Cashers, Mortgage Loan Originators, Mortgage Lenders and Brokers, Money Lenders, Money Transmitters, Consumer Sales Finance Companies, Retail Sellers, Consumer Credit Service Organizations, Student Loan Servicers, Automated Teller Machine Operators, and any other license categories administered by the Banking Bureau.

Processes licenses ensuring the accuracy, timeliness and feasibility of corporate financial reports, corporate and individual credit reports, litigation, background reports, and surety bond validity required to complete the licensing process. Evaluates forms and schedules to determine whether they meet Federal and District statutory and regulatory requirements and Department guidelines, policies and procedures. Further, review personal biographical and financial information of applicants to ensure the required experience, knowledge, educational and financial requirements to conduct business in the District of Columbia are satisfied. Processes revenues received from assessments, late payments, penalties, and other miscellaneous fees. Issues invoices for assessments and fees based on annual reports submitted by licensees.

### **QUALIFICATIONS AND EDUCATION**

Specialized experience is experience which is directly related to the position which has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, the incumbent must possess at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression.

### **LICENSE AND CERTIFICATION**

NONE

### **WORKING CONDITIONS/ENVIRONMENT**

The work is performed in an office setting. Work is primarily sedentary.

**Other Significant Facts**

**Tour of Duty:** Monday - Friday - 8:15 am to 4:45 pm

**Pay Plan, Series, Grade:** CS-301-12

**Promotion Potential:** No Known promotion potential

**Collective Bargaining Unit:** This position is covered under a collective bargaining unit and you may be required to pay an agency service fee through direct payroll deduction.

**Position Designation:** This position is designated as Security Sensitive. The incumbents of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations, Suitability.

**EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.