

Banking Licensing Specialist

Job Vacancy ID 23772

Introduction

This position is in the Banking Bureau, Licensing Division, Department of Insurance, Securities and Banking. As a Banking Licensing Specialist, the incumbent will perform a variety of tasks within their perview to help protect the interests of District of Columbia consumers from unfair and abusive practices.

Duties and Responsibilities

The incumbent serves as a 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 license applications and renewals 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. Reviews reports of revenue received from assessments, late payments, penalties, and other miscellaneous fees. Drafts a variety of correspondence related to licensing and renewal processes. Responds to email and telephonic inquiries from licensees and applicants regarding statutory and policy requirements. Maintains the database of applicants and licensees through the Nationwide Multistate Licensing System (NMLS) system.

Licenses and Certifications

None

Work Conditions/Environment

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

Other Significant Facts

Tour of Duty: Monday- Friday; 8:15am – 4:45pm

Pay Plan, Series and 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: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability – Security Sensitive.

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.