

LOAN/INSURANCE UNDERWRITER II, MULTI-FAMILY

REPOSTED: 3 vacancies

Recruitment #15-001733-0001

Apply at: www.jobaps.com/md

DATE OPENED 3/16/2015 11:59:00 PM

FILING DEADLINE 5/18/2015 11:59:00 PM

SALARY \$49,899 - \$80,078/year (Grade 18/base - step 20)

EMPLOYMENT TYPE Full-Time

HR ANALYST Amy Kipersztok

WORK LOCATION Prince George's

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Introduction



These are permanent positions with full benefits.

Work that Matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low income housing tax credits, federal HOME funds and other federal funds. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

GRADE

18

DBM Salary guidelines apply for current State employees.

LOCATION OF POSITION

7800 Harkins Rd Lanham, MD 20706

DHCD's Headquarters Office is located in Prince George's County at the New Carrollton Metro stop.

POSITION DUTIES

DHCD has immediate openings for three full-time loan underwriters for multifamily rental developments. These positions are located within the Multifamily Housing Unit of the Community Development Administration. The individuals will be responsible for evaluating requests for financing for multifamily rental housing projects, including federal low income housing tax credit, transitional housing, shelters, rental preservation, and single room occupancy projects. This includes processing and underwriting applications; issuing reservation letters, commitments and other correspondence; closing loans; determining compliance with regulations and guidelines, and assisting in the preparation of monthly and annual reports on the status of financing programs. The types of projects reviewed will generally consist of over \$5 million in total costs; 50 or more units; two or more sources of financing, moderate to high risk factors; and fixed rate or deferred loans.

MINIMUM QUALIFICATIONS

Please read carefully. Minimum qualifications are REQUIRED.

Education: A Bachelor's Degree in Business Administration, Management, Finance or related field.

Experience: Two years of experience evaluating the risk involved in granting loans or insurance for multi-family housing or commercial projects.

Notes:

1. Additional experience as described above may be substituted on a year-for-year basis for the required education.
2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in loan specialist classification or loan specialist specialty codes in the loan specialist field of work on a year-for-year basis for the required experience and education.

LIMITATIONS ON SELECTION

Individuals in these positions must be willing to work in Prince George's County.

SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum qualifications for this recruitment. Please provide transcripts, certifications or diplomas to document educational or certification qualifications. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

BARGAINING UNIT STATUS

The incumbent in this position is a member of a covered bargaining unit and will be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

BENEFITS

[STATE OF MARYLAND BENEFITS](#)

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DHCD offers a flexible work schedule, telework and job sharing options, training, advancement and career path opportunities, casual business dress on Fridays, and a competitive salary.

FURTHER INSTRUCTIONS

Online applications are **STRONGLY** preferred. However, if you wish to submit a paper application or are unable to upload your transcripts into the system, please send via email. Please include the following information in the body of the email:

- Attn: Amy Kipersztok, Recruitment Manager
- Your First and Last name
- Last 4 of SS#
- Recruitment #
- Classification (Job Title) of Recruitment

Please be advised that we can no longer accept the old MS-100 or resumes in place of application. **Please do not put "See Resume" in the job duties section of your application; your application will not be considered.** If you are interested in the position and cannot apply online please fill out the revised paper application which can be found on JobAps or by contacting the Department of Budget and Management's Recruitment and Examinations Division Job Information Line at 410- 767-4850.

Email: ohr.dhcd@maryland.gov

TTY Users: call via Maryland Relay

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.