



# Senior Underwriter

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
Assistant Secretary for Housing-Federal Housing Commissioner

## Overview

<b>Open &amp; closing dates</b> 10/11/2021 to 10/25/2021	<b>Salary</b> \$102,601 to \$138,413 per year
<b>Service</b> Competitive	<b>Appointment type</b> Permanent
<b>Pay scale &amp; grade</b> GS 13	<b>Work schedule</b> Full-time

## Locations

<b>Boston, MA</b>	<b>Baltimore, MD</b>
<b>New York, NY</b>	
<b>Relocation expenses reimbursed</b> No	<b>Telework eligible</b> Yes as determined by agency policy

## Duties

### Summary

This position is located at **Department of Housing and Urban Development, Asst Secretary for Housing-Federal Housing Commissioner**.

This opportunity is also open to Status eligibles under announcement **21-HUD-2136**. Please refer to that announcement for details on open period, eligibility, and how to apply.

## [Learn more about this agency](#)

### **Responsibilities**

As a/an **Senior Underwriter**, you will:

- Serve as the principal technical resource staff person for the Branch Chief, to provide advice and guidance on matters pertaining to statutory and regulatory requirements and other administrative directives;
- Assume responsibility for each assigned project's overall application, processing, construction, closing, management control, coordination and execution in accordance with HUD's published guidelines and guidance;
- Serve as the primary point of contact for projects assigned with sponsor, Federal, state and local government agencies, congressional interests, other external organizations and higher authorities;
- Assist and advise lenders and other professionals in structuring transactions so as to meet HUD requirements and Low Income Housing Tax Credit requirements.

### **Travel Required**

Occasional travel - You may be expected to travel for this position.

### **Supervisory status**

No

### **Promotion Potential**

13

## **Requirements**

### **Conditions of Employment**

The official duty station for this position will be in **Baltimore, Maryland, Boston, Massachusetts, and New York, New York**. Failure to report to duty at this location may be grounds for a disciplinary action, including removal.

### **Key Requirements:**

1. Please refer to "Conditions of Employment."

2. Must be U.S. Citizen or U.S. National

## **Qualifications**

You must meet the following requirements by the closing date of this announcement.

**Specialized Experience:** For the GS-13, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service

**Specialized Experience** for this position includes:

- Providing interpretation and guidance regarding housing procedures, laws, and regulations related to multifamily housing development (5 or more apartment units, not condominiums), including multifamily loan origination, multifamily underwriting, or a related multifamily or commercial area; AND
- Completing the underwriting functions of an application which would include multi-layered financing activities or multi-use facilities for a multifamily housing project; AND
- Analyzing and resolving multifamily housing project issues relating to underwriting or loan origination; AND
- Analyzing and defining financial risks, best investment, and credit structures for participation in multifamily transactions involving low income housing tax credits, section 8, HOME, SHIP, CDBG or other federal subsidies.

Experience may have been gained in either the public, private sector or **volunteer service**. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your resume.

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