

RESTORING AMERICA'S HOMES & BUSINESSES

U.S. Small Business Administration



HIRING ALERT!!!

The Dallas / Fort Worth, Texas Office of Disaster Assistance, located in the CentrePort Business Park near DFW Airport and DART / TRE Station, has an ongoing need for multiple temporary full time professionals in various occupations. Come take part in helping businesses and individuals recover from disasters.

- Overtime will be paid for hours in excess of 40-hours per week. Weekend work required for all positions and mandatory overtime could be substantial.
- All Positions require competency with Microsoft Office.
- Must pass Credit & Background Check; Must also be a U S Citizen.
- Bilingual language skills a plus.

DOCUMENT PREPARATION / LEGAL REVIEW / LOAN CLOSINGS

Attorneys/Paralegals review and close SBA Disaster Loans. Real Estate experience is a plus. Individuals waiting on bar results may apply. Attorneys must present a current bar card, but may be licensed in any state.

Recent college graduates with a Bachelor's, Master's, PHD, JD, LLB, LLM degree in law, legal studies, finance or related business area of study are encouraged to apply even if they have no prior lending environment experience.

Legal Assistants type, data enter, proofread and assemble loan documents. Data entry, customer service and phone skills are a plus.

These positions will pay a base hourly rate: \$16.77 - \$27.01 (overtime rate of \$25.16 - \$40.52) for Legal Assistants and \$25.41 - \$39.96 (overtime rate of \$38.12 - \$41.97) for Attorneys/Paralegals.

CREDIT ANALYSIS / LOAN PROCESSING / MORTGAGE UNDERWRITING

Credit Analysts, Loan Officers, Mortgage Underwriters are needed with experience evaluating financial information; determining creditworthiness and repayment ability; and making loan decisions (or recommendations) based on overall financial condition.

Recent college graduates with no prior lending experience are encouraged to apply. Additionally, individuals who have prior lending experience should have experience determining repayment ability using income related documents (tax returns, W-2, paystubs, etc.) and experience analyzing consumer credit reports. Automotive lending (Underwriting) experience is a plus!

Education: A degree in Business Administration is qualifying provided the major was in accounting, finance, or similar area.

Related / Relevant Undergraduate and Graduate Education: Major study - finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, or other fields related to the position, such as agriculture, agricultural economics, farm, livestock or ranch management.

These positions will pay a base hourly rate of \$16.77 - \$39.96; overtime rate of \$25.16 - \$41.97.

COST & DAMAGE ESTIMATION / DAMAGE VERIFICATION / FLOOD ZONE MAPPING

Construction Analysts need experience in or have knowledge of the following:

- Evaluating project documentation such as contractors' estimates and proposals
- Reviewing engineering reports; Report writing
- Reviewing construction plans/blueprints
- Reviewing insurance adjusters reports and recoveries
- Reviewing other supporting rebuilding project documentation
- Cost estimation; Computer based cost estimation tools
- General building practices and regulations; Quality customer service

These positions will pay a base hourly rate of \$20.77 - \$33.03; overtime rate of \$31.16 - \$41.97.

LOAN PROCESSING ASSISTANCE / CLERICAL / DATA ENTRY / DOCUMENT SCANNING

Program Support Assistants provide technical, administrative, or clerical support and need experience in:

Performing a variety of administrative support functions including data input, reviewing correspondence or reports for correct grammar and format, mail services, scanning and uploading documents, maintaining databases , responding to requests for information, establishing and maintaining records/files, etc.

Utilizing Microsoft Office Suite programs to produce a variety of documents such as reports, spreadsheets and correspondence.

These positions will pay a base hourly rate of \$16.77 - \$27.01; overtime rate of \$25.16 - \$40.52.

Email resumes to: PDCHR@sba.gov
Mention Code "S-T Harvey" in the subject line.
Please do not submit multiple resumes.

EOE/Veterans must submit DD-214