

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**MORTGAGE BANKING SPECIALIST**

**I. INTRODUCTION**

This classification specification is the basic authority [ under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Department of Financial Institution's Division of Banking. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

**II. DEFINITION**

**MORTGAGE BANKING SPECIALIST**

Positions allocated to this classification are found in the Department of Financial Institution's Division of Banking with responsibility for directing, managing and leading the registration, renewal and approval process for mortgage bankers, loan originators and loan solicitors licensed by the State of Wisconsin. Activities performed include developing and providing program/policy research and analysis; developing and recommending alternative approaches to and addressing the impact of policy and program options; developing and maintaining data relative to resources available to consumers in relationship to mortgage banking; leading interagency teams in the planning and implementation of initiatives relative to mortgage banking; and drafting administrative rules and/or statutory revisions. The work is performed under the general supervision of the Division Administrator.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective October 13, 1996 and announced in Bulletin CC/SC-59 to reflect positions created as a result of the creation of the Department of Financial Institutions and the acquisition of responsibility for administering the Mortgage Banking program.