



U.S. Small Business Administration

U.S. Small Business Administration
Office of Disaster Assistance

**The U.S. Small Business Administration's Office of Disaster Assistance has
IMMEDIATE TEMPORARY JOB OPENINGS**

WHAT

- Immediate openings for Construction Analysts and Loan Officers.
- Temporary positions with pay ranging from \$26,000 to \$48,000 annually.
- Initial appointments for 90 days; extensions based on continuing need.
- Mandatory overtime including weekends and holidays.
- Mandatory travel.

WHERE

- State of Florida or other hurricane-battered regions.

WHO

- **Construction Analyst** must have experience in determining the extent of damage to personal, real and business property that resulted from a catastrophe. Verifies cause and examines damage by visually inspecting the structure and reviewing plans and specifications to identify damage to the structure integrity not exposed to visual inspection. Estimates the cost of repair, replacement and/or relocation of land and structure.
- **Loan Officer** must have experience in analyzing financial statements and making credit decisions. Speaks with victims to gather basic information about a loan request and to clarify concerns. Reviews financial information, tax returns and credit records to determine repayment ability. Evaluates, authorizes, or recommends approval of disaster loans. Advises borrowers on loan decisions, terms and conditions, and other rights and considerations. Recommends modifications to existing loans. Knowledge of banking and mortgage lending helpful.

WHEN

- Openings are available immediately. Employees will be expected to complete a training session before being detailed to the disaster-affected area.

HOW TO APPLY

- Call any Disaster Area Office's Human Resource Department for information on how to apply.

Office Location	Toll Free	Fax	Email
Niagara Falls, NY	1-800-659-2955	716-282-6151	DA1.HR@sba.gov
Atlanta, GA	1-800-359-2227	404-347-5487	DA2HR@sba.gov
Fort Worth, TX	1-800-366-6303	817-684-5621	DA3.HR@sba.gov
Sacramento, CA	1-800-488-5323	916-735-1678	DA4.HR@sba.gov