

Cascade Community Credit Union

POSITION DESCRIPTION

POSITION TITLE: MORTGAGE LOAN PROCESSOR

DEPARTMENT: LOAN

CLASSIFICATION: HOURLY

POSITION REPORTS TO: MORTGAGE LOAN OFFICER AND VP CONSUMER LENDING

POSITION PURPOSE:

Responsible for providing clerical support for all mortgage loan processing activities. Receives, evaluates, and reviews loan applications. Obtains and verifies necessary information and prepares documents for underwriting and closing review. Arranges flood zone certification as required. Communicates loan status to all involved parties including buyer, seller, realtor, and title company representatives. Obtains proof of insurance as required on mortgage loans. Assists or refers members as necessary.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Reviews new loan applications.
- Prepares and issues conditional loan approvals for borrowers.
- Prepare loan file folders.
- Verify that all authorizations and disclosures are provided to borrowers and received back from borrowers fully signed and dated.
- Make copies of documents received from borrowers.
- Pull credit reports as needed.
- Register and submit loans to lenders and generate disclosures for borrowers to e-sign.
- Gather property documents, insurance statements, mortgage statements, rental agreements, W-2s, paystubs, income taxes, bank statements, and retirement statements as needed from the client, as well as any other needed document.
- Communicate with loan officer in regards to the gathering of documentation for conditional approvals from third-party lenders.
- Use available resources to arrive at potential property value.
- Review credit, income, and debt ratio to verify suitability for loan program being submitted to.
- Order the appraisal and insurance binder.
- Prepare and send the loan package to lenders.
- Do final audit of loan package.
- Assist with clearing funding conditions.
- File closed loans.

QUALIFICATIONS

REQUIRED KNOWLEDGE / EXPERIENCE:

- Calyx Point Loan Software: 1 year (Preferred)
- Loan underwriting: 2 years (Preferred)
- Loan processing: 4 years (Preferred)
- High School diploma or GED required.

SKILLS / ABILITIES:

- Thorough understanding of conventional and government lending practices, policies, and guidelines from origination through closing.
- Must be detail-oriented.
- Ability to be self-directed, efficient, and meet deadlines.
- Highly organized with the ability to prioritize multiple competing tasks.
- Strong verbal and written communication skills.
- Demonstrated math and accounting skills.
- Excellent customer service skills, attentiveness, and information retention.
- Ability to interact effectively with employees in order to direct work flow, assess performance, and assign duties.
- Must be a proficient communicator and listener, as well as strong organizational skills.
- Needs to have excellent relationship-building skills.
- Familiar with credit union regulations and responsibilities relating to each including a working knowledge of mortgages, liens, and other aspects of the loan collateral perfection.
- Self-starter; ability to work independently.
- Competence with computers.
- Ability to work in a fast-paced environment and under pressure as needed.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- AVERAGE HEARING:** Able to hear average or normal conversations and receive ordinary information.
- FINGER DEXTERITY:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- REPETITIVE MOTION:** Movements frequently and regularly required using the wrists, hands, and/or fingers.
- AVERAGE VISUAL ABILITIES:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.
- PHYSICAL STRENGTH:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. May exert up to 50 lbs. of force on rare occasions.

Acknowledgement of Receipt

X _____ Date _____