



## **Real Estate Loan Processor**

### **Position Purpose**

Responsible for the processing and closing of Home Equity and First Trust Deed Mortgage loans.

### **Duties and Responsibilities**

- Covers Real Estate Loan Center front desk, greets members and directs them to the proper loan officer. Directs incoming phone calls.
- Assists in explaining Credit Union real estate products and services to members while maintaining current knowledge of policies, procedures and promotions.
- Accepts loan applications, reviews loan programs with members, requests any additional documentation needed, and determines the individual needs of the members.
- Issues required loan disclosures to meet the Credit Union's guidelines and government regulations.
- Processes real estate applications including accurately entering application data into the systems; assisting in issuing loan disclosures, ordering credit reports, title reports, appraisal reports and flood determinations; preparing and/or verifying internal payoff demands; obtaining income, employment and asset documentation; requesting settlement statements; and uploading imaged documents to multiple systems.
- Prepares final real estate loan documents, and schedules and coordinates document signing and loan closings with member, escrow and title companies. Schedules mobile notary appointment or handles internal signing with Credit Union notarization.
- Receives funding information and reviews for accuracy. Disburses real estate loans and prepares wires to title company. Confirms recording and issues funding notifications to members.
- Maintains the real estate pipelines and monitors loans for timely closings.
- Answers member questions with regard to rate locks, payments received, or checks issued.
- Performs other duties as assigned.
- Performs all duties in compliance with credit union policies, procedures, and appropriate regulatory statutes.

### **Qualifications and Requirements**

- High school degree or general education degree (GED).
- Three to four years related experience in a financial institution.
- Thorough knowledge of financial services operations, especially in the area of real estate lending.
- Possesses familiarity with secondary market lending guidelines (e.g., Fannie Mae, Freddie Mac, Federal Home Loan Bank) and business partner guidelines (e.g., mortgage insurance provider).
- Working knowledge of various Microsoft Office computer programs, such as Outlook, Word, Excel, PowerPoint, Visio, etc.



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- Working knowledge of the credit union's core operating system strongly preferred.
- Ability to calculate figures and amounts such as discounts, interest, prepaid interest, commissions, proportions, prorations, percentages, area, circumference, and volume.
- Ability to develop effective working relationships with all staff at all levels.
- Excellent customer service skills.
- Excellent verbal and written communication skills in English.
- Ability to read and interpret documents such as loan documents, and lending procedure manuals. Ability to write routine reports and correspondence.
- Excellent time management skills, well organized, detail oriented and able to manage multiple priorities.
- Ability to uphold confidentiality standards and exercise discretion and good judgment.
- Notary Public commission strongly preferred.
- Must be eligible for Nationwide Mortgage Licensing System registry.
- Must be bondable by the credit union's insurance agency.

### **Salary Range**

- \$26.75 – \$40.12