



JOB TITLE: REAL ESTATE LOAN PROCESSOR

General Summary:

Under general supervision, but in line with established policies and procedures, is responsible for reviewing consumer loan applications. Answers correspondence and telephone inquiries related to loan processing. Orders credit reports, and all required disclosures and documents. Must have working knowledge of preliminary reports, credit reports and appraisals. Underwrites all residential real estate loan products ensuring adherence to the appropriate company of investor guidelines.

Principal Responsibilities and Duties:

- Assists in interviewing members applying for mortgage loans, gathering the required information for a credit application, explaining loan options, rates, terms and loan to value requirements.
- Orders credit reports and analyzes financial information to determine if minimum criteria as established by credit union are met.
- Processes loan applications and determines that all necessary documents are in order before presenting the application package to supervisor or credit committee.
- Enters data concerning mortgage loans into on-line terminal and secondary system and prepares all required disclosures.
- Responds to telephone inquiries from many sources, such as members, potential members and explaining loan procedures, providing technical assistance and answering questions regarding loan rates, terms and related matters.
- Apply Fannie Mae manual and desktop underwriting guidelines and 1st Nor Cal internal underwriting guidelines to residential first and second mortgage loans for both purchase money or refinance, conforming or jumbo.
- Make exception recommendations or counter-offer recommendations on a case-by-case basis to Underwriting Supervisor or above, as needed.
- Review and analyze all areas of the mortgage loan application to ensure accuracy, completeness and compliance with internal and regulatory guidelines including but not limited to: upfront disclosures, loan-to-value ratios, credit reports, application, appraisals, and title.
- Perform other duties as assigned by supervisor.

Knowledge, Qualifications and Skills:

Experience

- Three to five years of residential mortgage underwriting experience required.
- Exceptional computer skills required.

Skills and Abilities

- Familiarity with FNMA manual and desktop underwriting (DU) guidelines for conforming loans a plus.
- Knowledge of conventional and governmental, A and B credit quality loans with a financial institution.
- Demonstrated understanding of how to calculate income for all types of borrowers, handle complex tax returns and related financial statements, analyze various sources of funds, interpret credit agency and similar reports to establish creditworthiness of the borrowers.
- Ability to analyze, and interpret written materials including loan documentation and governmental regulations, write reports, business correspondence and procedure manuals.
- Ability to calculate figures and amounts such as loan payments, discounts, interest, and percentages.
- Clear understanding of regulatory compliance procedures as well as loan origination, loan processing and closing procedures.
- Knowledge of Desktop Underwriter (DU)
- Detail oriented
- Ability to utilize on-screen loan origination software.

- Ability to demonstrate a high level of interpersonal skills to conduct productive interview sessions with loan applicants and resolve any problems or discrepancies in data.
- Ability to conduct an analytical analysis of applicant's financial position and to thoroughly explain loan policies and procedures as related to member.
- Ability to effectively present oral and written communication.
- Ability to follow instruction and to work both independently and within a team environment.
- Ability to demonstrate punctuality and good attendance.

Position:

- Full Time

This Job Description is not a complete statement of all duties and responsibilities comprising this position. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

How to Apply:

- Online application at www.1stnocalcu.org/employment
- OR email stating why you are interested in the position and attach your resume and application to jobs@1stnocalcu.org
- OR drop off at: Martinez Main Branch
1111 Pine Street
Martinez, CA 94553