



Mortgage Loan Processor-Experienced

JOB DESCRIPTION SUMMARY

As a Mortgage Loan Processor, you will manage mortgage loan files to acquire necessary documents in order to obtain a "Clear to Close" approval from the Underwriter. Further process file while working with Title Company to schedule closing in a timely fashion. After closing has been completed processor should ship file to appropriate investor and clear any pended items so that loan can be funded by investor.

POSITION EXPECTATIONS & RESPONSIBILITIES

- Process applications and verify accuracy for second mortgage open-end and closed-end loans; conduct loan interviews with members when necessary. Follow-up with members to obtain any documentation.
- Provide all applicable disclosures for both fixed- and variable-rate loans.
- Calculate closing costs and provide a good faith estimate for closing costs to members.
- Process loan to include verification of employment, deposit accounts, and all liabilities in order to prepare application of verified information.
- Order and check credit report to determine credit worthiness of applicant based on industry standards for collateral/equity value.
- Approve or deny second mortgage open-end and closed-end loan applications under authority delegated by policy.
- Request and evaluate real-estate appraisal to ensure proper guidelines are followed and final value is properly determined.
- Request flood certification to determine if property is or is not in a flood zone.
- Obtain copy of current homeowner's insurance and flood insurance (if applicable) and make sure mortgage clause is in favor of credit union.
- Establish repayment and interest schedule based upon loan guidelines and rates.
- Prepare closing package, researching and resolving all items in the closing package to ensure closing process is on-time and documentation is complete and accurate.

POSITION EXPECTATIONS & RESPONSIBILITIES

Proven experience as mortgage loan processor or similar position

Understanding of loan underwriting and processing procedures

Knowledge of legislation and best practices

Proficient in mortgage loan computer software (e.g. Calyx Point)

Outstanding communication and customer service skills

Excellent attention to detail

Well-organized and able to handle pressure

Basic Math skills

High school diploma

COMPETITIVE COMPENSATION

EXCEPTIONAL BENEFIT PACKAGE AND PAID TIME OFF

Apply Online at www.usecreditunion.org

Or Send Resume to Human Resources: HR@usecreditunion.org