Job Title:	Mortgage Loan Processor	Reports To:	Mortgage Manager
Department:	Mortgage	FLSA Status:	Full-Time
Location:	Main	Travel Req:	
Salary:		Position Type:	Full Time
Approved By:		Last Updated:	June 2026

Job 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.

Job 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.
- Performing document scanning and copying and uploading relevant documents to Investor Partners.
- Facilitate effective communication with members and mortgage loan originators.
- Manage the preparation of Wire Forms and ensuring the verification of wiring instructions
- Scan and deliver all final documents and closed files to Investor Partners/Wescom.
- Prepare payoff statements.
- Execute designated portions of Mortgage releases.
- Responsible for tracking and logging insurance information.
- Assist with miscellaneous tasks from Loan origination through post-closing.

Qualifications:

- 2-3 years of 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

Physical Demands:

- **Sedentary:** exerts up to 10lbs of force occasionally and/or may have to lift, carry, push, pull or otherwise move objects up to 10 lbs. Involves sitting most of the time, but may involve walking or standing for brief periods of time.
- **Hearing:** Ability to receive detailed communication through oral communication.
- **Reaching:** Extending hand(s) or arm(s) in any direction.
- **Talking:** Expressing or exchanging ideas by means of spoken word. Talking is important for those activities in which workers must impart oral communication to clients or to the public, and those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Environmental Conditions and Physical Surroundings:** Normal conditions compliant with regular office work.
- **Interpersonal Skills/Behaviors:** Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner as to not alienate or antagonize them.

Compliance:

To comply with all Federal, State, and local regulations including but not limited to: The Bank Secrecy Act (BSA), Anti-Money Laundering Act (AML), and the Customer Identification Program (CIP).