

Loan Processor/Underwriter I

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| Department: | Lending |
| Reports To: | Residential Lending Manager |
| Supervises: | None |
| Position Classification: | Hourly – Non-Exempt |

SUMMARY: Assists in providing quality mortgage loans for the financial institution by processing applications in coherence with loan regulations and Bank policies. Enters residential loan data into financial institution computer system and verifies loan documents for accuracy. Assists in underwriting consumer real estate applications in compliance with Bank policy and procedures.

Loan Processor/Underwriter I

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| Major Duties & Responsibilities |
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Primary

- Provides administrative assistance to the Mortgage Loan Originators, Chief Credit Officer and staff.
- Ensures that residential loan files contain documents with proper signatures, dates and other relevant data.
- Assembles and verifies accuracy of residential loan documentation. Checks documents for correct legal descriptions, closing dates and signatures.
- Performs a variety of clerical duties requiring knowledge of departmental procedures. Uses office computers for data input, packaging loans, and ordering credit reports, flood determinations and appraisals
- Answers telephone and written inquiries concerning loan processing, underwriting and scheduling of closings.
- Confers with loan officer to aid in resolving mortgage application problems.
- Keeps informed of current underwriting practices and assists in updating the financial institution's underwriting policies.

Secondary

- Assists loan servicing department in maintenance of loan files, including payoffs, changes of ownership and transfers
- May perform clerical duties related to processing escrow transactions, including the setup, review, analysis and disbursement of funds.
- Monitors and services the residential mortgage loans subject to Private Mortgage Insurance (PMI).
- Provides underwriting results to Loan Officers.

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| Education & Experience: |
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- Associates degree preferred or two years of financial related experience.
- Good organizational and interpersonal skills.
- Good understanding of financial institution's loan products and services.
- Knowledge of all federal and state regulation regarding lending and related areas.
- Superior analytical thinking and mathematical skills.
- Good oral and written communication skills.