Horizon Credit Union — Job Description **Job Title:** Real Estate Loan Processor II
Exempt: No **Reports To:** Real Estate Processing Supervisor

SUMMARY:

Responsible for all components of loan processing; submitting the loan so that the legal documents can be drawn and for the delivery of complete and compliant real estate loans in accordance with Horizon Credit Union lending policies and procedures. Works on processing a loan so that all 'prior to document' and 'prior to funding' conditions are cleared and member/customer data is verified. Main individual to contact borrower for any conditions and/or updates that need to occur. Control point between borrower and sales function. Loan Processors II may direct and train the Loan Processors I as to what needs to be accomplished on a day-to-day basis. Ensures all loans comply with all internal and external compliance and underwriting guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Acts as the liaison between the borrower and the loan officer in obtaining all items needed to close the loan appropriately.
- Receives and reviews loan submission and all documentation provided by loan officer prior to submitting to underwriting. Validates income, assets, credit, liabilities and ratios.
- As needed, works with Processor I to order items to verify accuracy and ensure loan complies with investor guidelines.
- Upon obtaining underwriter approval, contacts borrower with approval letter addressing any outstanding conditions needed prior to proceeding.
- Responsible for daily monitoring of file status and acquiring all needed prior to documents data.
- Updates loan officer of application and underwriting status. Responsible for advising the loan originator/officer if rate, term, loan amount or value have been modified by the underwriter.
- Once cleared by the underwriter, responsible to verify fees and final payoffs.
- Follow up on all final documents to complete package, submits complete and compliant file to Closer.

- Cancel files as necessary and refund application deposit to borrower.
- Submits complete and compliant file to funder to ensure sale of the loan.
- All duties or responsibilities as assigned by Management.

SUPERVISORY RESPONSIBILITIES:

No requirement.

PERFORMANCE STANDARDS:

Persistence in following standard mortgage and lending practices, accurately recording mortgage and file information, maintain effective communication skills and a professional and positive attitude towards members, colleagues, and the job of real estate loan processing.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must have strong organizational skills and be detail oriented. Must have knowledge and understanding of conforming, nonconforming, government loans and be able to perform each essential duty satisfactorily. Affinity for customer service. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma; five years related experience in Real Estate Processing; or equivalent combination of education and experience. Related work experience may substitute for education.

LANGUAGE SKILLS:

Ability to read and comprehend legal documents, instructions, correspondence, and memos. Ability to write correspondence. Ability to read and interpret documents such as credit bureau reports, debt to income ratio reports, policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively with borrowers and other employees of organization. Able to communicate effectively by telephone.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where a considerable amount of standardization exists. Ability to interpret a variety of

instructions furnished in written form, including but not limited to Loan Policy and Procedural Manuals, Regulation Z, Section 91 - The Fair Credit Reporting Act, and UCC.

CERTIFICATES, LICENSES, REGISTRATIONS:

No requirement. Must pass applicable requirements within first six months of employment.

OTHER SKILLS and ABILITIES:

High level of technology and experience in loan origination systems and Microsoft office products. Ability to operate general office machines and equipment such as: personal computer, loan origination system, keyboard, photocopier, fax machine, postage machine, microfilmer, Nautilus and printers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

MENTAL DEMANDS:

The mental characteristics necessary to competently perform this job involve the occasional need to be resourceful, perceptive and persuasive in solving problems; the frequent need to take initiative and instruct; and the continuous need to concentrate, exercise judgement and patience in dealing with employees and members.