

MORTGAGE LOAN PROCESSOR

RESPONSIBILITIES:

- Collect, verify, and analyze information necessary to process mortgage applications including credit reports, income documentation, assets, title work, and other pertinent information.
- Initiate service orders with third-party vendors for credit reports, appraisals, verifications of employment, title commitments, flood certificates, etc. Follow up as needed to ensure receipt within expected time frames. Work to resolve complications that arise. Notify the loan officer of any concerns or delays.
- Set up and maintain loan files. File all documents in a timely manner. Store files in a secure manner following department guidelines.
- Enter loan information into web-based system to generate loan documents.
- Submit loan files to the Director for approval. Follow up on any matters needing further attention.
- Generate final closing packages in compliance with regulations. Work closely with title companies regarding disclosures and net funding amounts.
- Disburse loans following closing if designated to do so.
- Audit files throughout the process to ensure accuracy and regulatory compliance.
- Update mortgage data systems daily, keeping all statuses current.
- Maintain regular communication with loan officers, borrowers, title offices and other involved parties always maintaining the Credit Union's professional reputation.
- Take phone calls and schedule appointments for loan officers and answer basic questions about the process.
- Be an active member of the mortgage team, work in a cooperative and engaged manner and consistently contribute to delivering high quality, efficient and timely service to members.
- Maintain current knowledge of all regulations applicable to position responsibilities.
- Comply with all DPFCU policies and procedures.
- Additional related duties as listed in full job description.

SKILLS/EXPERIENCE:

- HS Diploma or equivalent
- Ability to understand and analyze mortgage related documents
- Ability to understand and meet regulatory requirements
- Ability to manage multiple projects and priorities at the same time
- Organized
- Excellent attention to detail
- Self-starter
- Sense of urgency and ability to meet deadlines
- Strong contributor in team environment
- Strong interpersonal skills
- Effective communication skills both verbal and written
- Strong math skills
- Proficiency with Microsoft Office (Word, Excel, Outlook) and able to quickly learn to navigate various web applications

Responsibilities are listed as guidelines only and the job is not necessarily limited to these duties. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The education, experience, and requirements listed are representative of the knowledge, skill, and/or ability required.