

Family First of NY FCU

Mortgage Processor

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Mortgage Manager

POSITIONS SUPERVISED: N/A

SALARY INFORMATION

SALARY RANGE: \$19.79 - \$24.74 per hour

POSITION PURPOSE

Responsible for providing clerical support for all mortgage loan processing activities. Receives and reviews loan applications for completeness, requests supporting documentation, to submit file for underwriting review. Maintains effective communication of loan status to all involved parties including buyer, seller, realtor, and attorneys. Administration of the FHLB HDP “Homebuyer Dream Program”. Assists or refers members as necessary.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1. Assumes responsibility for providing effective clerical support for all phases of mortgage loan activities.**
 - a. Reviews new mortgage loan applications for completeness and compliance with RESPA and TILA guidelines and requirements.
 - b. Orders appraisals, credit reports, Private Mortgage Insurance and title reports. Documents and verifies employment, income, assets, and liabilities according to standard secondary mortgage market guidelines.
 - c. Reviews information for completeness and accuracy within the AUS. Clarifies missing or questionable information with applicants and Mortgage Loan Officer. Follows up with outside sources of outstanding documents. Ensures all necessary items are available for underwriting. Tracks development of information to ensure compliance with underwriting guidelines. Requests underwriting conditions. Submits loans for final approval.
 - d. Communicates status of loans to Mortgage Loan Officer, buyer, seller, realtor, and attorney.
 - e. Prepares files for clear to close status. Confirms conditions and interest rate lock are within scope of funding date.
 - f. Effective knowledge of RESPA, TILA requirements and guidelines.
 - g. Basic working knowledge of PMI, FHA, VA, SONYMA and USDA guidelines at the Retail and Wholesale level.

- 2. Assumes responsibility for establishing and maintaining professional business relationships with members and mortgage professionals.**
 - a. Notifies the member of additional information/documentation required. Resolves or refers requests and problems promptly and courteously. Answers member loan questions regarding loan status during the mortgage process.
 - b. Keeps members and realtors properly informed of Credit Union policies and procedures.
 - c. Maintains and conveys the Credit union's professional reputation.
- 3. Assumes responsibility for establishing and maintaining effective coordination and communication with Credit Union personnel and with management.**
 - a. Assists and supports Mortgage Loan personnel as needed.
 - b. Completes reports and records promptly and accurately.
 - c. Attends and participates in departmental and credit union meetings as required.
 - d. Keeps management informed of area activities and of any significant problems.
- 4. Assumes responsibility for related duties as required or assigned.**
 - a. Performs miscellaneous clerical functions as needed.
 - b. Ensures work area is clean, secure, and well maintained.
 - c. Professionally cross sells Credit union services.
 - d. Maintains the privacy of member, non-public, personal documentation, and status.

PERFORMANCE MEASUREMENTS

1. Reports, records, and all related documents are accurate, current, and submitted on time.
2. Files are accurate and up to date.
3. Good business relations exist with members. Problems and questions are courteously and promptly resolved or referred.
4. Good working relationships and coordination exist with area personnel and with management. Assistance and support are provided as needed. Management is properly informed.
5. Loan processing functions are completed in accordance with established policies and procedures.
6. The Credit union's professional reputation is maintained and conveyed.

QUALIFICATIONS

EDUCATION/CERTIFICATION:	High school graduate or equivalent. Ability to obtain and maintain NMLS Eligibility and Notary Certifications.
REQUIRED KNOWLEDGE:	Understanding of mortgage loan processing functions including FHA, VA, SONYMA, USDA and conventional lending. Knowledge of mortgage related requirements, procedures and underwriting criteria.
EXPERIENCE REQUIRED:	Two to five years of related experience.
SKILLS/ABILITIES:	Good verbal and public relations skills. Strong typing abilities. Good basic math skills. Able to use related computer applications. Well organized.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
AVERAGE HEARING:	Able to hear average or normal conversations and receive ordinary information.
REPETITIVE MOTION:	Movements frequently and regularly required using the wrists, hands, and/or fingers.
AVERAGE VISUAL ABILITIES:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.
PHYSICAL STRENGTH:	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

NONE:	No hazardous or significantly unpleasant conditions. (Such as in a <u>typical</u> office.)
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MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.
MATHEMATICS ABILITY:	Ability to perform basic math skills, use decimal system to compute ratios.

Family First FCU is committed to Equal Employment Opportunity and Affirmative Action. We recruit, employ, train, compensate, and promote without regard to race, religion, color, national origin, age, gender, sexual orientation, gender identity, marital status, disability, genetic information, veteran status, or any other basis protected by applicable federal, state, or local law. Family First is also committed to providing reasonable accommodations to employees and applicants with disabilities to the full extent required by the Americans with Disabilities Act (ADA).

Candidates considered for hire are subject to credit and background checks.