

Family First of NY FCU

Mortgage Loan Originator

REPORTING RELATIONSHIPS

POSITION REPORTS TO: **Mortgage Manager**

POSITIONS SUPERVISED: **N/A**

SALARY INFORMATION

SALARY RANGE: **\$28.17 - \$35.22 per hour with the opportunity to earn additional commission**

POSITION PURPOSE

Responsible for origination of residential mortgage loans. Conducts initial pre-qualification interviews and prepares complete loan application packages and necessary documentation. Emphasis on establishing and maintaining ongoing relationships with potential referral sources such as realtors, builders, attorneys, and branch partners. Conveys policies for extension of credit in accordance with Credit Union and secondary investor guidelines. Meets scheduling and documentation requirements, and production expectations as determined by the Mortgage Manager. Serves members, prospective members, and referral sources promptly and professionally. Provides general Credit Union information and cross sells services while providing an excellent member experience. Assists Mortgage Loan personnel as necessary.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the effective and professional completion of assigned loan origination functions.**
 - a. Interviews, pre-qualify and counsel applicants to generate mortgage applications, obtain all needed documentation to process preliminary loan requests. Discusses loan alternatives, credit criteria, interest rates, and loan documentation in such a manner as to elicit positive responses from members & prospective members.
 - b. Performs follow-up work as necessary to achieve conditional approval within established time frames.
 - c. Notifies member if loan request is referred back by the Mortgage Underwriter because of loan quality issues requiring attention.
 - d. Advises members of loan approval or denial. Explains all loan decisions precisely and clearly to members.
 - e. Completes lending operations in accordance with established Credit Union policies and legal requirements.

2. **Assumes responsibility for establishing and maintaining effective and professional business relations with members, mortgage professionals, attorneys, realtors and building professionals.**
 - a. Answers questions and requests and resolves problems.
 - b. Informs members of Credit Union loan policies and services
 - c. Counsels members regarding money management and financial matters. Counsels members whose loan requests were denied, explaining reasons and alternatives.
 - d. Maintains and projects the Credit Union's professional reputation.
 3. **Assumes responsibility for establishing and maintaining effective communication and coordination with Credit Union personnel and with management.**
 - a. Coordinates functions with related departments and Branches and provides support as needed.
 - b. Assists Mortgage Loan personnel and serves as a backup as needed.
 - c. Completes required records and reports.
 4. **Assumes responsibility for related duties as required or assigned.**
 - a. Professionally cross sells Credit Union services.
 - b. Stays informed regarding changes in lending standards, related legal requirements, and trends in local real estate and competitive market.
 - c. Maintains the privacy of member, non-public, personal documentation & status.
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PERFORMANCE MEASUREMENTS

1. Lending functions are effectively performed in accordance with established Credit Union policies and with legal and regulatory requirements.
 2. Good business relations exist with members and business professionals. Programs and services are properly and thoroughly explained, and questions courteously answered or appropriately referred.
 3. Loan documentation, files, and expense reports are complete, accurate, and timely. Monthly reports are submitted as scheduled.
 4. Loan applications and related financial data are closely and effectively analyzed and evaluated.
 5. Good working relations exist with Credit Union personnel and with management. Assistance is provided as needed. Management is appropriately informed.
 6. Established production expectations are met or exceeded.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:	Two year college degree or related experience, Additional coursework in business or related field preferred. Ability to obtain and maintain NMLS eligibility
REQUIRED KNOWLEDGE:	Understanding of the foundation of determining credit worthiness. Knowledge of Credit Union loan policies, products, procedures, processing and underwriting guidelines. Effective knowledge of RESPA, TILA, HVCC requirements and guidelines. Working knowledge of PMI, FHA, VA, SONYMA and USDA guidelines. Familiarity with title reports, insurance and appraisals.
EXPERIENCE REQUIRED:	Two to five years of similar or related experience. Real estate background helpful.
SKILLS/ABILITIES:	Strong sales skills. Excellent communication and public relations abilities. Good analytical and financial skills. Able to operate related computer applications, calculator, and other basic business equipment.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

COMMUNICATION:	Ability to communicate effectively with others in person as well as phone, email, and written documentation.
TRAVEL	Ability to travel independently within the Credit Union's geographic service area, with a valid driver's license and dependable transportation. Use of personal vehicle will be required.
PHYSICAL STRENGTH:	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Ability to deal with a variety of variables under only limited standardization. Able to interpret various instructions.
MATHEMATICS ABILITY:	Ability to compute discount, interest, profit, and loss; commission markup and selling price; and ratio, proportion, and percentage. Able to perform very simple algebra.
LANGUAGE ABILITY:	Ability to read a variety of books, magazines, instruction manuals; Ability to prepare memos, reports, and essays using proper punctuation, spelling, and grammar. Ability to communicate distinctly with appropriate pauses and emphasis, correct pronunciation (or sign equivalent), and variation in word order using present, perfect, and future tenses.

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

Family First FCU is committed to equal employment opportunity. We recruit, employ, train, compensate, and promote without regard to race, religion, color, national origin, age, sex, disability, protected 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).