



An Equal Opportunity Employer

POSITION TITLE: Residential Mortgage Processor/ Loan Assistant

SUMMARY

Under general supervision, but in accordance with established policies and procedures, the Residential Loan Assistant is responsible for preparing all loan documents while meeting quality standards for completeness, accuracy and timelines established for residential mortgages. Reviews loan files for appropriate documents. In addition, safeguard confidentiality and security of client and bank information. This position is one of integrity and confidentiality. The incumbent will follow all Bank policies and procedures and all regulatory policies and procedures.

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

1. Prepare all residential mortgage loan documents necessary and incidental to establishing a mortgage loan consistent with the Bank's standards and regulatory and legal requirements.
2. Manage a time-line on all assigned loan files, ensuring the timely receipt of all required documents, and following-up with the appropriate party. Directly communicate with the Mortgage Loan Officer (MLO), service providers and Underwriter; as well as with the client, when necessary.
3. Assist in maintaining the accuracy/completeness of the loan files by continuously inputting data pertinent to the mortgage loan. Upload loan information to host system, as well as scan to loan document imaging system and distribute funds of loan accurately once loan has closed.
4. Assist in servicing loans including processing items such as advances on construction loans, payments, payoffs, etc.
5. Complete review of ESCROW analysis annually, review PMI report monthly and cancel and refund PMI, as applicable. Communicate with County Treasurer and pay Spring and Fall Real Estate Taxes.
6. Order credit report on loan applicants and distribute to the Mortgage Loan Officer (MLO) for their review. Compile and review disclosures for accuracy and distribute to client according to MLO's specific loan terms.
7. Cross sell bank services, including but not limited to: online banking, ATS, bill pay, etc. Refer clients to other bank departments for additional services.
8. Complete routine maintenance of CIF adding new clients, by completing address changes and routine file maintenance on loan customers and following OFAC guidelines.
9. Maintain and expand knowledge on regulation guides, specifically TRID and HMDA. Must be able to ensure mortgage software is working properly and is up-to-date with regulations and troubleshoot any issues with service provider.

10. Must be able to problem-solve and work independently while communicating and working as a Team with MLO and Underwriting. Must have the ability to multi-task and handle multiple priorities.
11. Attend webcasts, seminars, and other training as appropriate and interpret, understand and apply the information; in addition, complete all Bank eLearning courses in timely manner
12. Willingness to take on new responsibilities and challenges.
13. Participate in bank and community activities.

EDUCATION AND EXPERIENCE AND QUALIFICATIONS

High school diploma or general education degree (GED) Computer skills/computer literacy necessary. Prior experience in residential mortgage processing a plus but not required. Precise attention to detail and excellent organizations skills and follow through. Have the ability to handle competing priorities effectively and within established timeframes.

