



## **Mortgage Loan Officer**

Reports to: Mortgage Loan Manager

**Primary Functions:** Provide information on credit union products and services to members according to all credit union policies and procedures and State and Federal rules and regulations. Interview applicants for real estate loans. Prepare, analyze, process, and document all required forms and related documentation for real-estate loans. Approve or deny loan applications based on analysis of each applicant's background. Operate under moderate credit authority.

### **Job Responsibilities:**

- Develop mortgage loan business through member seminars and calls to realtors, contractors, and other institutions.
- Follow established control procedures for the first mortgage loan portfolio.
- Interview loan applicants and assist members with the loan application process.
- Obtain and evaluate credit bureau reports of applicants.
- Analyze credit worthiness of the borrower by verifying debts and estimating monthly payments for any outstanding debts not listed on the credit bureau.
- Approve or deny real-estate loan applications and communicate any denials to the applicant.
- Ensure that each real-estate loan is processed accurately.
- Ensure accuracy and assume responsibility of closing documents.

### **Qualifications:**

- Skill, aptitude and interest in sales.
- Business development skills.
- Knowledge of secondary market investor guidelines.
- Must have at least 3 years' experience with Rural Development, FHA and VA loans.
- NMLS Mortgage License.
- Ability to act independently and confidentially, using discretion and tact.
- Ability to analyze situations and recommend workable solutions.
- Ability to coordinate, multitask, & prioritize work.
- Ability to communicate effectively, both verbally, and in writing.

### **Education / Experience:**

High school degree or equivalent required. College degree preferred. A minimum of 3 years' experience as a MLO a plus. Thorough knowledge of secondary market, Rural Development, FHA and VA loans.