City CU – Job Description
Job Title: Real Estate Processor

Exempt: No	**Grade:** 80	**Division:** Lending
Department: Real Estate	**Reports To:** Director of Lending	**Location:** East Dallas

Summary:
This position is responsible for counseling with members about all options available for real estate loans. They will interview the member for the initial application, process all underwritten requirements, prepare all closing documents and also assist with the back end servicing for real estate loans. Also, responsible for resolving loan-related problems, cross-selling services, entering loan data into computer system and effectively communicating with members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The Nationwide Mortgage Licensing System (NMLS) web site (http://fedregistry.nationwidelicensingsystem.org) provides the MU4R questions and registration required for employment in this position.
- Originate loan applications and determining if the member meets basic qualifications for a home equity loan.
- Review initial loan approval and work with borrower to gather appropriate documentation.
- Gather information for closing such as proof of income, order credit reports, verify mortgage payoffs, and take each file from pre-approval to closing.
- Compile and analyze financial information and documents for mortgage applications and confirm compliance with underwriting guidelines.
- Satisfy all conditions when received from underwriting.
- Ensure that approval falls within the established lending guidelines.
- Contacts member by telephone, email, or mail. Review and verify credit bureaus, employer(s), and personal references.
- Reviewing the credit reports of the member along with verifying the members credit history in terms of debts and payments.
- Cross sale auto, unsecured loans, and increases in loan amounts for Home Equity.
- Calculate new lendable equity when appraisals are received.
- Order title search and flood certificates.
- Work with third party title companies to obtain title insurance and verify title work.
- Input HMDA data into the loan origination system.
- Order and review appraisals and calculate the available equity.
- Sets appointments for closing loans and perform closings in branch.
- Ensures all loan documentation are printed and signed where applicable before sending to Audit Department.
- Keeps a record or file of loan inquiries and loans pending.
- Helps with filing, inputting data to computer, recording information as required, answering telephones, photocopy, faxing, typing letters, and general office routine.
- Assists fellow co-workers in efficiently and effectively processing the various activities involved in credit granting and some teller operations.
- Maintain a clean professional atmosphere and appearance.
- Pull files when necessary.
- Solve members' problems with loan payments or payroll deduction by researching the account.

- Process forms and answer questions relating to Accidental Death and Dismemberment Insurance Program.
- Generates payoffs as requested my members and third-party companies.
- Perform branch visits to promote home equity product and help answer members questions.
- Receive multiple member phone calls.
- Creating release of liens for paid off Home Equity and Home Improvement loans along with filing and recording with applicable county.
- Comply with all lending policies and procedures.
- Verify property taxes are paid.
- Stays up to date on all Safe Act, CFPB, ECOA, and HMDA Regulations.
- Input and fund Achieva mortgage loan files as well as recording the security agreements.
- Performs all applicable job functions in accordance with established Credit Union BSA/AML/OFAC policies and procedures and completes required training on an annual basis.

SUPERVISORY RESPONSIBILITIES:
None

PERFORMANCE STANDARDS:
Accuracy in documentation from application taking to closing documentation and following established policies, practices, and procedures for lending and collection. Ability to process loans in a timely manner.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:
Three to five years related experience in real estate lending.
Associate's degree or equivalent from two-year college or technical school.

LANGUAGE SKILLS:
Ability to read and interpret documents such as credit bureau reports, debt to income ratio reports, policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with borrowers and other employees of organization.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of variables in situations where a considerable amount of standardization exists. Ability to interpret a variety of instructions furnished in written form, including but not limited to Loan Policy and Procedural Manuals, Regulation Z, Safe Act, The Fair Credit Reporting Act, and Mortgage Lending regulations.

CERTIFICATES, LICENSES, REGISTRATIONS:
NMLS Number and Registration required.
Notary Public license recommended.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job.

While performing the duties of this job, the associate is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

MENTAL DEMANDS:
The mental characteristics necessary to competently perform this job include the occasional need to be creative and imaginative; the frequent need to use initiative and patience; and the continuous need to be resourceful in solving problems.