

## **Mortgage Closer – Job Description Summary**

Work is performed under limited supervision according to existing procedures and involves recognizing the integrity of data presented, ensuring that it meets applicable standards and completing the task functionality for the coordination and closing of residential 1<sup>st</sup> mortgage loans.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment