

Real Estate Specialist II – Job Description Summary

Maintains and applies knowledge of Home Equity and Mortgage Products. Conducts interviews of borrowers requesting real estate secured loans, records information, obtains supporting documentation and verification of information in accordance with policy and secondary market guidelines. Ability to close and fund Home Equity loans and ability to fund all real estate secured loans. Advise customers of other beneficial products and services.

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