

Mortgage Loan Officer

SUMMARY:

Within authorized authority, and in accordance with sound underwriting practices as set out in policy and procedure, examines, evaluates, and authorizes or recommends approval of borrower's applications for credit or extension of lines of credit secured by real property.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Works with completed loan application prepared by Loan Processor, or personally interviews applicant and requests specified information for loan application
- Analyzes applicant financial status, credit, and property evaluation to determine feasibility of granting loan and approves or submits application to Credit Committee for verification and recommendation.
- Corresponds with or interviews applicant or creditors to resolve questions regarding application information.
- Ensures loan agreements are complete and accurate according to policy and requirements set out in regulation, or secondary market purchases in the case of real estate loans.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)