

Senior Mortgage Loan Officer - Job Standards

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

KNOWLEDGE OF WORK:

- Keeps up to date on changes in mortgage lending rules and regulations
- Keeps up to date on mortgage loan policies with organization and the secondary market
- Knows all documents needed for 1st and 2nd mortgages
- Knows the current status of all mortgages in process
- Is aware of underwriting guidelines and how to apply them in various circumstances
- Is able to pre-qualify potential borrowers through the following process: interview, originate, process, close, and all other duties required in the mortgage process

QUALITY OF WORK:

- All documents and correspondence are properly prepared, recorded and dated when mailed out of office
- All documents are checked for accuracy and properly documented when received back in office
- Mortgages to be sold to the secondary market or another agency are thoroughly reviewed for accuracy and completeness before transmitted externally
- Closing documents and insurance forms are properly filed in folders and a tracking system is available for review whenever required

QUANTITY OF WORK:

- Returns all calls/inquiries on a daily basis, no exceptions
- All 1st and 2nd mortgages are completed and closed in a timely manner; delays, if any, are fully documented in each file as to the reason for delay and expected completion date
- 1st mortgage applicants are contacted weekly and informed of the status of their application
- Works cooperatively with supervisor to manage work load, and schedule assistance when required
- Processes at least ____ mortgage loans monthly, involving dollar volume of at least \$ _____

ATTENTION TO SAFETY:

- Maintains the required record/copies of all correspondence and documents related to 1st and 2nd mortgages
- Verifies that all documents are properly filed and recorded before moving file to safekeeping
- Makes sure all files and information is kept in the file cabinet and that all information is kept confidential
- Determines that all loan applications are within the Underwriting Guidelines in order to secure the organization's interest
- Is familiar with the organization's Risk Management program and complies with requirements applicable to self and mortgage lending functions