

# **Mortgage Loan Originator II**

## **Position Description**

**Employee Name:**  
**Reports To:** SVP of Branch Administration  
**Revised Date:** November 2018  
**Salary Level:** 900  
**FLSA Status:** Exempt

### **SUMMARY**

The Mortgage Loan Originator II originates and generates residential mortgage loans through proactive solicitation while building and maintaining relationships with members, realtors, brokers, builders and other borrowers. This position is responsible for originating their own sales by contacting prospective clients and by developing and maintaining referral sources. The Mortgage Loan Originator II spends a significant amount of time away from their office in performing their principal duty of selling the loan products offered by Valley Credit Union.

### **RESPONSIBILITIES & EXPECTATIONS**

Know and understand the mission and vision of the Credit Union. Strictly adhere to the Credit Union's policy of confidentiality, security, professional conduct and dress.

Demonstrate the core values of Valley when working with members and coworkers: Honesty, Respect, Positive Attitude, Dedication and Accountability. Consistently follow Valley's Cultural Beliefs and maintain a professional image with members and coworkers.

Maintain current knowledge of all rules and regulations and perform at all times in compliance with laws and regulations relating to the position and Credit Union.

Develop a thorough knowledge of Valley's products and services in order to explain and promote them to members and nonmembers based on their needs.

Maintain absolute integrity and high sense of ethical behavior, both on and off the job.

Serve as a representative of the Credit Union by participating in community and civic functions and professional organizations.

### **QUALIFICATIONS**

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **ESSENTIAL DUTIES**

Spend a significant amount of time away from the office to develop and maintain a referral network through marketing, cold-calling, prospecting, and networking activities. Participate in community efforts to promote home ownership.

Responsible for meeting departmental productivity goals as well as contributing to the overall Credit Union goals.

Solicit and originate mortgages secured by residential real property in accordance with the rules, procedures, policies, regulations and guidelines of the Credit Union, secondary market investors approved by Valley and all local, state and federal laws and regulations.

Ensure an exceptional customer service experience by serving as a primary contact with all parties overseeing the loan process on individual loans originated from application to closing. Provide on-going communication to customers and business partners.

Counsel and prequalify potential borrowers. Present loan terms to prospective borrowers.

Complete applications and obtain all necessary support documentation along with the appropriate fee and lock documentation in compliance with FNMA, CFPB, FHLMC, VA, FHA and mortgage lending regulations inclusive of RESPA, TRID, HMDA, etc.

Oversee loan process by monitoring loan status and ensuring conformity with terms.

Provide guidance and open communication with loan processors and supervisor regarding coordination of workflow and files in progress.

Promote other Credit Union products and services in order to explain and promote them to members based on their needs. Refer other Credit Union services to meet or exceed monthly sales goals.

Complies with NMLS standards.

Perform any additional duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have any supervisory responsibilities.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (BA/BS) from four-year college or university; two to four years related experience and/or training; or equivalent combination of education and experience.

Previous financial experience preferred.

## **KNOWLEDGE, SKILLS, and ABILITIES**

Ability to perform job functions independently or with limited supervision and work effectively either on own or as part of a team.

Demonstrated understanding of mortgage processing, underwriting, and closing procedures. Knowledge of conventional and governmental lending guidelines.

Knowledge of word processing, spreadsheet, email software and use of the Internet. Must be proficient in Microsoft Office programs including Word and Excel.

Read and carry out various written instructions and follow oral instructions. Speak clearly and deliver information in a logical and understandable sequence.

Must have a working knowledge of various regulatory guidelines (CFPB, TRID, HMDA, RESPA, etc.) and underwriting guidelines for FNMA, GHLMC, FHA, VA and private investors.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to demonstrate high levels of accuracy and attention to detail.

Ability to deal calmly and professionally with diverse personalities and cultures at various levels within and outside of the organization.

Ability to communicate with others inside and/or outside the organization, generally regarding routine matters for the purpose of giving and obtaining information, as well as advising or referring.

Ability to establish priorities, set goals and meet deadlines in an accurate and efficient manner. Ability to effectively handle multiple, simultaneous, and changing priorities.

Ability to exercise courtesy, tact, and diplomacy. Ability to demonstrate highest levels of customer service and discretion when dealing with the public.

Ability to exercise the highest level of discretion (internally and externally) with confidential matters.

## **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to sit and/or stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Able to routinely perform work on computer for an average of 6-8 hours per day, as necessary.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

## **SAFETY**

The Credit Union will provide safe working conditions for each employee; in return the Credit Union expects each employee to recognize his/her obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees. Employee is expected to follow safety rules and procedures of the Credit Union, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

**Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position description is not a contract and should not be construed as a guarantee of employment for any specific period of time.**