



## JOB DESCRIPTION

### Position: Mortgage Processor I

**Position Description** The primary purpose of the position is processing residential mortgage and consumer loans. The Mortgage Processor I will process mortgage files from application to close, ensuring compliance with appropriate Bank and secondary market investor standards.

**Position Summary** This position will understand the mortgage process, handle several loans in varying degrees, with the ability to work independently and as a team, to meet Bank and Mortgage goals and deadlines. This position will have the knowledge of and ability to order required documents and verifications, basic understanding of how to review credit reports and have proficiency with appropriate computer software for work processes.

#### **Duties/Responsibilities**

- Perform administrative duties of real estate mortgage loans within the guidelines of secondary market and regulatory compliance standards, and Bank Policy
- Facilitate quality control audits
- Process various mortgage related loan applications, such as home equity, VA, RD, MSHDA, conventional, construction, consumer and/or commercial property purchases, for closing
- Manage loan lifecycle, ensuring files are complete, organized and processed for servicing
- Sell loans on secondary market
- Monitor centralized mortgage email account, as needed.
- Assist internal and external customers with mortgage loan payoff information and other account inquiries as appropriate
- Gather and review appraisals, employment and income verifications, flood and hazard insurance, condo questionnaires and other documents for completeness and accuracy, prior to loan closings
- Reviews and assemble accurate loan information in a timely manner to obtain applicable loan approvals
- Communicate with Mortgage Originators to resolve problems or questions regarding application information
- Knowledge of Freddie Mac, Fannie Mae, MSHDA, VA, RD and portfolio loan guidelines for automated underwriting software.
- Prepare and distribute mortgage disclosures
- Input all consumer loans into the mortgage origination system
- Prepare closing package and send to title company – Approve closing disclosures
- Complete decline and incomplete files
- Conduct HMDA and Post Close Loan reviews
- Perform other duties, as assigned.
- Follow all 1<sup>st</sup> State Bank policies, procedures, compliance, and security practices.

#### **Required Skills/Abilities**

- In-depth knowledge and understanding of Microsoft Word and Excel
- Ability to maintain accuracy in a fast-paced environment
- Capacity to adhere to all regulatory and compliance requirements
- Ability to work under deadlines
- Displays organizational and time management abilities
- Good verbal and written communication skills
- Demonstrates good judgement, effective decision making and problem-solving skills

#### **Qualifications**

- High School diploma (required)
- Associates degree in business (preferred)
- Minimum of two years' work experience in mortgage processing
- Minimum of one year experience working with mortgage secondary market guidelines and requirements