

Ideal Credit Union
Structured Compensation - Job Description
Mortgage Loan Processor

Data Year: 2025

Prepared On: 03/05/2025

Department:	Mortgages	Grade:	8
Reports To:	AVP Mortgage Lending	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	SVP of Mortgage and Consumer Lending	Effective Date:	05/10/2016
		Revised Date:	03/08/2024

Role:

Responsible for processing Residential real estate mortgage loans. Ensure that all loan documents are prepared accurately and delivered in a timely manner.

Essential Functions & Responsibilities:

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| E | 25% | Reviews and evaluates information on mortgage loan documents to determine if the borrower and property meet the guidelines determined by the credit union and/or the investor. Reviews terms and conditions of the approved loan with the Mortgage Advisor. |
| E | 20% | Prepare and send initial loan disclosures in a timely manner on both 1st and 2nd mortgages. |
| E | 15% | Assemble, prepare and verify mortgage closing documents in a timely, error free, and compliant manner. Review and approve the final closing disclosure and fund 2nd mortgage loans. |
| E | 15% | Process and order required documentation from borrowers, title companies, appraisers, mortgage insurance companies, insurance companies, and realtors for 1st and 2nd mortgages. |
| N | 15% | Ensures all loan compliance requirements and closing conditions are met. |
| N | 5% | Download applications from Encompass and assign to Mortgage Loan Advisor. |
| N | 5% | Performs other duties as assigned by supervisor. |

Performance Measurements:

1. To ensure all files are processed and to closing in a timely manner.
2. To maintain a professional, courteous, and friendly atmosphere for members and co-workers.
3. To discuss any issues that arise on a file with the originating loan advisor.
4. To ensure that all approved loans comply with established loan standards and policies.
5. To maintain a working knowledge of all mortgage products and rates, both within the Credit Union and from the industry overall.
6. Complies with Bank Secrecy and the AML Act, as well as completes all required compliance testing.

Knowledge and Skills:

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| Experience | Three years to five years of similar or related experience. |
| Education | A high school education or GED. |

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Interpersonal Skills	Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.
Other Skills	1. Knowledge of the secondary market and experience with first and second mortgage residential real estate lending. 2. Must be able to type, use PC and general office equipment including 10-key calculator. 3. Must have good communication skills.
Physical Requirements	This position may involve standing and walking on a somewhat regular basis, but also may involve sitting on a regular basis. Typing or otherwise working primarily with fingers rather than with the whole hand or arm is required on a continual basis. Expressing or exchanging ideas by means of the spoken word, ability to receive detailed information through verbal and written communication, and the ability to see with or without corrective lenses are all necessities of this position on a continual basis.
Work Environment	Office environment, may include working extra hours and weekends, overtime, rotating shifts, and may be stressful at times.

Acknowledgment

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature