

## **South Atlantic Bank Job Description**

**JOB TITLE:** Mortgage Loan Processor

**DEPARTMENT/BRANCH:** Mortgage

**IMMEDIATE SUPERVISOR:** Mortgage Operations Manager

**ELSA STATUS:** Non-Exempt

**LAST REVISION DATE:** 05/05/2017

### **JOB SUMMARY**

Provides support to Mortgage Loan Officers and prepares the file for underwriting and closing. The Processor will review the file for compliance with program guidelines, regulatory compliance and required documentation. The Processor will order services, request documentation from borrowers, employers, depositories, etc., submit the file to underwriting, gather and clear conditions, and coordinate the closing with the borrower and settlement agent. The Processor will communicate with the borrower, realtor/builder, insurance agency, attorney, employer and depository regarding routine matters associated with the mortgage process. The Processor will not communicate with the borrowers concerning interest rates, fees, or qualification of the borrower for the loan product selected.

### **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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

- High school diploma or equivalent
- Mortgage loan processing experience to include government and agency loans
- Ability to process a high volume of work

Preferred:

- Detail orientation, responsible and accurate
- Excellent communication and organizational skills
- Proficiency with keyboarding and PC including Microsoft Word, Excel, Outlook and Calyx as well as office equipment.
- Exemplary customer service skills, both verbal and written
- 4+ years of processing experience

## 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and use hands to handle, grasp or feel. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; climb; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties that may be assigned.

- Able to process all Conventional, FHA, VA, USDA and Construction Permanent loans
- Interacts with applicants to complete the application process and anticipate what conditions may be needed in underwriting status
- Works with all internal and external staff to ensure all necessary supporting loan documentation is obtained and accurate
- Ensures all loan conditions are met and can close within required time frames set by management
- Maintains and organizes current and required loan documents for all loan programs and investors as needed
- Independently processes complex mortgage loans (i.e. Self-Employed, Construction-Permanent, etc.)
- Orders credit reports, appraisals, title work, payoffs, Condo questionnaires and all condo documentation, 4506T's, and validates social security numbers to SSA in addition to other submission tasks
- Submits loans to Desktop Originator, Desktop Underwriter, Loan Advisor, FHA Total and investor websites
- Sets up CIF before loan closes for all Secondary Marketing loans
- Orders appraisals using the Bank's rotation list and procedures for appraisal independence
- Submit XML version of appraisals to UCDP
- Able to multi-task and prioritize while meeting processing and closing deadlines
- Able to complete Closing Disclosures in Staff Closer's absence
- Uploads/ships closed loans to investor along with any additional documents necessary for the purchase of a loan in Staff Closer's absence
- Complete/run DataVerify for compliance/underwriting and address any quality control alerts with applicant
- Complete Verbal Verification of Employment for each applicant prior to closing per underwriting guidelines
- Maintains and accesses all investor guidelines, laws, and regulations for processing tasks
- Completes all tasks found on the Funding Checklist for servicing-released loans including updating LOS status dates
- Responsible for training and providing guidance for entry-level mortgage staff
- Responsible for compliance within area of responsibility
- Performs all other related duties as necessary