



**TITLE:** Mortgage Loan Originator      **REPORTS TO:** VP-Lending & Business Development  
**CLASSIFICATION:** Non-Exempt

### **POSITION SUMMARY**

In accordance with RWCU's policies and procedures, proactively prospects and solicits new residential mortgage business and originates RWCU's residential mortgage products for the Credit Union's members and potential members. Develops a network of business relationships as a source of referrals. Participates in community activities and events and promotes home ownership through RWCU products. Analyzes loan requests and makes credit decisions based on the Credit Union's mortgage lending guidelines and policies. Serves as a liaison and ambassador of good will between the member, potential member, real estate business community, and the Credit Union. Ensures that loans comply with internal policies and all State and Federal laws and regulations. Position requires registration with the NMLS in compliance with the SAFE Act.

### **ESSENTIAL FUNCTIONS OF THE POSITION**

- Develops and maintains successful relationships with existing business referral sources and develops prospective referral sources for new business.
- Continuously markets, cold-calls, and sells the Credit Union's mortgage lending products to companies and individuals within the real estate community.
- Originates FNMA, Freddie Mac, FHA-insured mortgage loans, equity loans, member business loans, jumbo, reverse, commercial, and USDA mortgages and specialty loans.
- Meets with prospective borrowers. Reviews and analyzes credit and financial data. Presents members and potential members with RWCU's range of mortgage products and programs, and determines if member's financing goals are in-line with RWCU's lending products. Balances the members' needs and the institution's financial safety and security.
- Continues to meet with borrower as necessary during various stages of the loan process to ensure member satisfaction and an exceptional member experience.
- Provides members with written and verbal information regarding loan terms, conditions, and qualification requirements according to RWCU's loan policies; and ensures all information is in compliance with all Federal, State, and local laws and regulations.
- Has significant flexibility in setting up appointments within a workweek but also maintains strict control over work hours to ensure prospecting and meeting with members and perspective members falls within a 40-hour workweek without working on Sundays or holidays without written authorization.
- Maintains broad knowledge of, and adheres to, all lending laws and regulations to include RESPA, TILA, Reg C, Reg Z, Reg X, the Equal Credit Opportunity Act, HMDA, the Fair Housing Act, and the guidelines of Fannie Mae, Freddie Mac, and other internal/external investors.
- Arranges for the appraisal of the property.
- Monitors trends and developments in the local real estate market.

**Note:** This list of essential functions is not intended to be all-inclusive. It may be supplemented from time to time as required and at the request of one's supervisor or senior management.

#### **ADDITIONAL FUNCTIONS OF THE POSITION**

- May mail, deliver, or arrange documents for pick-up and securing necessary signatures.
- May arrange appointments with necessary 3<sup>rd</sup> party settlement service providers.
- May prepare and complete final documents and collect all necessary documentation to ensure loan is funded.
- May cross-train with the commercial loan originator as needed.
- Cross-sells other Credit Union services.

#### **REQUIRED STANDARDS FOR ALL EMPLOYEES**

Ensure that quality service is a standard in all member interactions. Maintain a positive work environment that is professional and respectful towards members, potential members, co-workers, supervisors, and visitors. Maintain complete confidentiality of member, employee, and credit union information. Abide by the Bank Secrecy Act in all transactions and interactions.

#### **KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED**

- Professional, courteous interpersonal and communication skills are essential for projecting a positive image as an employee of RWCU with co-workers, members and potential members, attorneys, title examiners, investors, vendors, visitors, etc.
- Work requires a thorough knowledge of RWCU's mortgage products and procedures as well as NCUA and State and Federal rules and regulations on mortgage origination. . Bondability is a requirement of the position.
- Associate Degree in Business or related field, or the equivalent combination of education and experience is required. Proficiency with computer software applications is required.
- A minimum of five years of experience in a Mortgage Loan function of a financial institution is required.
- Position requires the: ability to read, analyze, and interpret financial reports, procedures, legal documents and external regulations; ability to respond professionally to varied inquiries or complaints from members; ability to influence others; and ability to communicate and negotiate effectively.
- Intermediate math skills (adding, subtracting, multiply, dividing, percentages, proportions, fractions, interest) are required.
- Position requires the ability to work on a keyboard, sit for prolonged periods of time, and communicate orally and in writing.

**DISCLAIMER:** The information on this position is designed to indicate the general nature and level of work to be performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee(s) assigned to this job.

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**Employee's Signature**

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**Date**

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**Supervisor's Signature**

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**Date**