FOUNDERS Bank&Trust

JOB DESCRIPTION

JOB TITLE:	Mortgage Processor	**DATE:**	June 29, 2010
DEPARTMENT:	Loan Processing	**REVIEWED BY:**	VP, Loan Processing

GENERAL SUMMARY:

All positions at Founders Bank & Trust require a high level of commitment to exceptional client service and client relationship development. All Bank employees must be enthusiastic about this commitment and exhibit it at all times. The Mortgage Processor must utilize judgment and effective communication skills to process accurate and complete mortgage files for secondary market mortgages.

ESSENTIAL FUNCTIONS:

1. Energetically develops a 'raving fans' environment when dealing with internal and external clients.
2. Develops relationships with correspondent mortgage companies to obtain knowledge and understanding of their products and procedures.
3. Establishes and maintains positive contact with parties involved including; realtors, sellers, applicants, service providers, etc. to ensure timely and accurate receipt of items necessary to complete the transaction and to obtain an understanding of their expectations.
4. Adheres to Banks compliance guidelines including RESPA and Fair Lending.
5. Prepares a minimum of 20 conventional closing packages or 10 FHA closing packages monthly while successfully managing an active pipeline of at least 20 more active loans.
6. Orders appraisal, title and other documentation necessary (within 48 hours of receipt of application) to complete the loan file in preparation for submission to underwriting. Tracks orders to be sure they are received prior to scheduling loan closing.
7. Submits for automated underwriting (LP and DU).
8. Underwriting should receive the complete file no later than 48 hours after necessary documentation is received. Upon receipt of underwriting decision obtain any additional information requested.
9. Identifies, communicates and clears all underwriting conditions for approval.
10. Reviews title to verify legal description, status of property taxes and the existence of outstanding liens. Takes appropriate action to guarantee conveyance of clear title.
11. Coordinates closing with all parties involved including calling all parties required at close to schedule date/time. Also, orders any payoffs necessary, updates mortgage information with insurance agent and calculates final figures to be assured that the client's expectations are being met.
12. Compiles and maintains pipeline report for access by all concerned parties to reference status of files.

INFREQUENT ESSENTIAL FUNCTIONS

1. Monitors rate locks to ensure closings before locks expire.
2. Monitors non-locked loans as rates move to assist originators with rate locks.
3. Performs any research, follow-up, etc. as requested by loan officers and other co-workers.
4. Assists clients with any post closing issues that arise by obtaining (from their current mortgage service company) answers to their specific questions or solutions to any problems that may occur.
5. Works closely with and provides necessary documentation to consumer lending department when 2nd mortgages and bridge loans are needed.
6. This list of essential functions is not complete and will be supplemented as necessary.

This job description reflects the general details of the specific job identified and is not necessarily a complete listing of all the frequent and infrequent essential functions that may be involved in the job.

All employment with Founders Bank & Trust is at-will, which means that the company has the right to terminate employment and compensation at any time and for any reason, as does the employee. Nothing contained herein is intended to create any contractual obligation. No one other than the Board of Directors may make any contrary commitments.

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of mortgage documents and the mortgage industry.
2. Great attention to detail, able to prioritize and function accurately under the pressure of deadlines.
3. Ability to work politely and effectively with others and contribute to a team approach in the department.
4. Good communication skills with the ability to follow written and verbal instructions with accuracy and care.
5. Proven stress tolerance skills with the ability to handle difficult situations with grace.
6. Excellent organizational skills, managing multiple tasks at once with many interruptions.
7. Ability to operate: PC, Outlook, Word and Excel and bank software.
8. Ability to meet attendance requirements; this position is not exempt from overtime (non-exempt). The incumbent must work all hours necessary to perform job tasks described at a minimum 8:15 am to 5:15 pm. Overtime is paid only with pre-approval by the Supervisor.
9. Excellent credit history.

WORK ENVIRONMENT:

A clean office environment consisting of open work areas.

PHYSICAL DEMANDS:

Ability to move about the office effectively. Ability to effectively use all tools and equipment needed. Must be able to lift items up to 15 pounds.

MINIMUM POSITION REQUIREMENTS (Education, Experience, and Certification):

1. High School graduate or equivalent.
2. Mortgage loan processing experience required.
3. Knowledge and experience with FHA lending preferred.

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