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| **POSITION TITLE** | | **DIVISION** |
| Equity Lending Underwriter | | Lending |
| **Reports To:** | **DEPARTMENT** | **Date** |
| VP – Consumer Lending | Consumer Lending | 7/27/2020 |
| **Supervises** | **FLSA** | **Revised** |
| N/A | Non-Exempt |  |

**GENERAL SUMMARY**

Under general supervision, but following established policies and procedures, performs a broad range of equity lending functions, primarily related to underwriting of a variety of loan products. The position requires credit review, evaluation of loan applications, and verification and quality control of loan packages to ensure alignment with credit union policy and guidelines. Responds to questions and/or provides information upon request from members (internal and external). Processes requests/transactions as appropriate. Assists members and potential members in understanding and utilizing the Credit Union's products and services.

**MAJOR RESPONSIBILITIES (***in descending order of importance***)**

1. Reviews, analyzes, underwrites, and makes prudent decisions on consumer lending applications that are in compliance with applicable federal and/or state laws, regulations (TRID and HMDA) and/or Credit Union rules, standards and guidelines.
2. Mitigates risk through thorough underwriting practices, balancing risk versus reward to assist in building a strong portfolio that meets Credit Union credit quality and performance objectives.
3. Work with Residential Mortgage and Mortgage brokers to accommodate second mortgage requests.
4. Orders and inputs valuations for home appraisal, flood insurance, and title insurance. Verifies accuracy of inputted information from branches and virtual branch.
5. Ensures timely turn around on all loan requests in accordance with Credit Union standards and regulatory requirements.
6. Utilizes tact and experienced-based knowledge to research/resolve/respond to member and vendor problems/concerns by explaining specific policies and products. Represents the Credit Union in a professional manner and maintains positive member and vendor relations. Conducts thorough research, determines corrective action and processes changes in accordance with established policies and procedures.
7. Communicates effectively with all levels of management and maintains confidentiality of all loan information.
8. Tests periodically the Credit Union’s LOS as system upgrades occur
9. Performs other related duties as assigned by VP of Consumer Lending.

**QUALIFICATIONS:**

***Education***

High school diploma or equivalent education (GED) required.

***Experience***/***Skills/Knowledge***:

1. Demonstrated knowledge of consumer lending policies, procedures, laws and regulations.

2. **Minimum 3 years consumer lending/underwriting experience.**

3. Excellent organizational, analytical and problem-solving skills.

4. Strong PC proficiency, including Microsoft Office (Word, Excel, Outlook) and the Internet.

5. Excellent verbal, written, telephone and interpersonal communication skills.

6. Ability to manage multiple projects/priorities simultaneously and produce the desired results.

7. Extremely strong attention to detail.

8. Ability to function in a professional office environment and utilize standard office equipment including but

not limited to: fax, copier, telephone, etc. Ability to lift minimum of 25 pounds.

**GENERAL DESCRIPTION:**

***In terms of physical requirements, this position requires work best described as:***

 Sedentary X Light  Medium  Heavy  Very Heavy

**PHYSICAL TASKS:**

1. Standing/Walking/Bending/Stooping – Occasional
2. Sitting- Continuous
3. Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
4. Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
5. Reading – Ability to receive information through fax, e-mail and text messages - Continuous

**AUDIO / VISUAL:**

1. Requires vision to perform work dealing with data and figures and computer screens. -Continuous

**PSYCHOLOGICAL/MENTAL DEMANDS:**

1. Responds positively and productively to stressful internal (employee)/situations. - Continuous
2. Assists others to work harmoniously and effectively as part of a work team. – Continuous

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| **Employee’s Signature** |  | **Date** |  |
| **Manager’s Signature** |  | **Date** |  |
| **Human Resources’ Signature** |  | **Date** |  |