

Mortgage Loan Originator Job Description

Job Description

- Interviews loan applicants, as well as obtains and compiles necessary financial information to process real estate loans.
- Follows-up with applicants and secures the necessary information to underwrite the loan.
- Provide assistance to help potential borrowers successfully qualify for financing.
- Presents loan requests to the loan review committee.
- Prepares commitment letters.
- Communicates approvals or denials to the borrower, real estate agent or builder.
- Works with borrower, legal counsel, title companies, PMI companies, and government programs to confirm that conditions of funding are met to close the loan.
- When legal counsel is not retained, prepares loan documents, reviews title and survey and files documents.
- Coordinate timing of loan closing with borrower/realtor/seller.
- Researches new legislation and regulations that may affect the Bank's residential lending policies
- Works cooperatively and constructively with a wide variety of people, including realtors, lawyers, etc.
- Other Duties as Assigned

Sales & Service Excellence Responsibilities

Answer inbound telephone calls promptly. Follow through with accountability to answer customer questions, limiting unnecessary transfers.

Become knowledgeable with banking products and services as they relate to this position. Maintain working knowledge of the bank's convenient banking services. Be willing to share about these services via customer communication and conversation. Bring the need for additional training to the attention of the Retail Lending Manager or Sales, Marketing, Compliance, and Training Director.

Maintain an organized work area. Be willing to make suggestions to keep the work area well-organized and free from clutter.

Apply the bank's service excellence standards to all customer communications and conversations – internally with coworkers and externally with customers.

Support the bank in its efforts to connect with the community, improve operational efficiency, maintain profitable growth, and achieve service excellence. Always look for and share about opportunities for improvement.

Compliance, Operational & Training Requirements

Complete compliance training as assigned through BAI computer-based training system and all other training as assigned.

Train other staff as needed to ensure backup resources are available in the event of your absence. Be willing to learn other areas of operations and the bank, if needed, to serve as backup for those areas.

Education & Experience Required for Position

- Bachelor's Degree in Business, Finance, or 10+ years experience in a financial institution, loan department, or similar area
 - 5+ years experience in a lending environment with preference given to real estate lending experience
 - Extensive knowledge of financial institution policies and procedures
 - Extensive knowledge of real estate lending practices and related areas
 - Excellent communication, management, analytical, and interpersonal skills
 - Proven communication, organizational, and public relation skills
 - Thorough understanding of loan documentation criteria
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Job Details

Hourly officer position at Marion County Savings Bank, Salem, IL facility. Pay commensurate with experience.

This position is supervised by the Vice President – Retail Lending Manager.

Marion County Savings Bank, a division of Community Partners Savings Bank, is an Equal Opportunity Employer.