



POSITION DESCRIPTION

JOB TITLE: **LOAN UNDERWRITER**
DEPARTMENT: Loan
REPORTS TO: VP Loans
LEVEL/STATUS: 8 / Non-Exempt
SUPERVISES: None

PRIMARY PURPOSE

Underwrites and processes consumer and mortgage loan applications through multiple channels in accordance with loan policies. Communicates loan decisions, cross sells, prepares loan documents and disbursement of loan proceeds, and ensures that each loan is handled properly and in a timely manner.

ESSENTIAL DUTIES AND FUNCTIONS

1. Underwrites in branch applications, online loans, and over the phone loan applications.
2. Originates and underwrites loans using the online, phone, or other channels.
3. Processes documents and disbursement of loan proceeds for loans originated and submitted to the centralized underwriting queue.
4. Underwrites indirect vehicle loan requests and assists with follow up cross sell opportunities.
5. Involved in underwriting and processing of mortgage loan applications.
6. Provides assistance to the Vice President Loans as needed.

OTHER DUTIES AND FUNCTIONS

1. Conducts every aspect of this position, involving interpersonal relations, in line with the concept that all personnel, staff, shareholders and visitors are afforded full and equal treatment in all matters without regard to race,

creed, color, sex, sexual orientation, age, national origin, lawful political affiliation, physical handicap or marital status.

2. Periodically serves on various credit union committees (i.e. Safety, Social Events, etc.)
3. Performs such other duties and responsibilities as may be prescribed by the VP Loans or President/CEO.
4. Pursues a program of:
 - a. Self development.
 - b. Utilizing such training and education as may be required by the credit union:
 - in connection with this position;
 - for career development.
5. Ensures a secure, neat, clean and safe work area.

WORKING CONDITIONS

1. Equipment Used:
 - a. Personal computer
 - b. 10-key calculator
 - c. Telephone
 - d. Typewriter
 - e. Fax Machine
 - f. Copy Machine
 - g. Document Scanner
 - h. Printer
2. Work Hours:
 - a. Hours are to be determined depending on numerous factors, including but not limited to:
 - * Volume of Work
 - b. Monday - Friday, 7:45 AM to 6:30 PM
 - c. Saturday, 7:45 AM – 4:30 PM
 - d. Over time may be required.
 - e. Work days or hours may vary according to the operational needs of the credit union.

MENTAL DEMANDS

1. Requires the application of sound decision-making principles, logical thinking, and good judgment.
2. Requires alertness, concentration, and attention to detail.
3. Requires the ability to handle deadline-related stress.
4. Requires the use of good judgment when dealing with difficult or uncomfortable situations.
5. Must be able to perform under pressure and prioritize duties as needed.
6. Needs to be motivated.

COMMUNICATION DEMANDS

1. Ability to communicate clearly both orally and in writing with members, peers, and staff members.

PHYSICAL DEMANDS

1. Requires sitting at a work station for periods of up to 4 hours (without a break).
2. Requires the ability to understand and complete instructions.
3. Requires data entry/key punching and mouse skills to complete daily work.
4. Ability to view and correctly interpret numbers, text and images on a computer screen.
5. Requires the use of various office equipment to perform duties.
6. Requires verifying documents for accuracy.
7. Requires working beyond the 8-hour day periodically.
8. Requires lifting and carrying up to 40 pounds.

QUALIFICATION REQUIREMENTS

1. Skills/Knowledge:
 - a. Ability to learn and apply learned skills.
 - b. Ability to work with all types of people.
 - c. Ability to use a computer key board.
 - d. Ability to type 40 WPM.
 - e. Ability to operate a 10 key calculator.
 - f. Knowledge of basic math skills.
 - g. Ability to work cooperatively with members, co-workers and management.
 - h. Must be bondable.
 - i. Must obtain NMLS License.
2. Education/Training:
 - a. High school graduate or GED equivalent required.
3. Experience:
 - a. Two years experience working in a financial institution with a minimum of one year in a loan related capacity preferred.
4. Training:
 - a. Must be willing to attend/participate in any training necessary to learn/update skills or knowledge required for the position.