



## Credit Union Real Estate Loan Processor Job Description

### JOB INFORMATION

Job Code:	115034
Job Title:	Credit Union Real Estate Loan Processor
FLSA Status:	Non-Exempt
Supervisory:	May oversee staff, students and/or resource employees
Job Family:	Credit Union
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

### JOB SUMMARY

Processes loan documents on first and second trust deed loans in accordance with internal loan policies and investor guidelines. Performs credit qualifications by utilizing secondary market standards and USC Credit Union's policies and procedures. Analyzes the loan credit package. Ensures all pre-document and loan conditions are satisfied prior to funding.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Related undergraduate study	
	X	Associate's degree	
	X	Bachelor's degree	

#### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

#### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Prior loan processing experience. Demonstrated excellent interpersonal skills. Has effective organizational skills. Detailed oriented. Knowledge of Real Estate Settlement Procedures Act (RESPA) and Truth in Lending Act (TILA).

#### Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Processes loan documents on first and second trust deed loans in accordance with internal loan policies and investor guidelines. Reviews document package for all compliance checks to meet all secondary market requirements and regulations as applicable to mortgage lending transaction. Reviews property appraisal report. Maintains a high degree of attention to detail.				
Performs credit qualifications by utilizing secondary market standards and USC Credit Union's policies and procedures. Ensures loan quality and regulatory requirements. Provides upfront credit approval.				
Analyzes the loan credit package. Reviews credit, income statements and tax returns to determine usable income to support loan request. Makes recommendations for loan decision.				
Ensures all pre-document and loan conditions are satisfied prior to funding. Reviews internal documents. Determines what documents may be used in lieu of underwriting requirements.				
Verifies regulatory and/or compliant loan disclosures have been sent to borrowers within the required time frame. Explains disclosures to members.				
Ensures processing system is current with status, conversation and mail received on a daily basis.				
Ensures accuracy and timeliness of completed loan applications to credit approval and funding are met.				
Responsibility for primary member contact including providing regular status updates to borrowers, real estate agents, loan officers and internal staff.				
Reviews all incoming mail including, but not limited to, borrower documentation, appraisals, preliminary title reports, homeowner association documentation, mortgage insurance, if applicable, and insurance certificates.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
No	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.	No	A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.