

POSITION DESCRIPTION

Position Title: Mortgage Loan Originator
Classification: Exempt

Location: Dade City Ops
Reports To: VP, Mortgage Lending

OVERVIEW

Originators perform both internal and external mortgage origination functions for the credit union. Drives new business to the credit union through business development efforts focused on external referral sources. MLOs ensure prompt and courteous service to applicants, realtors, and third-party vendors.

SALARY

Full Commission Position w/ \$2500 monthly draw	
\$0.00 to \$750,000.00	25 bps
\$751,000 to \$XXXX	35 bps

Draw deficit cannot exceed \$15,000.00

KEY AREAS OF RESPONSIBILITY

Contribution to Credit Union Goals

- Ensure the credit union meets revenue goals through the acquisition of new mortgage loans.
- Ensure our members and our communities have access to mortgage products and are well guided through the home buying process.

Essential Duties

- Actively solicits new residential mortgage business through external sales calls and relationship building.
- Develop and maintain a quality network of business and community relationships that serves as a recurring source of referrals for new mortgage lending opportunities. The network should consist of a variety of real estate professionals, builders, professional and personal contacts, as well as other valuable referral sources.
- Serve as the credit union's representative for the local community organizations, including the Board of Realtors by attending local realtor functions such as but not limited to, sales meetings, mixers, and luncheons.
- Consistently provide a high level of service by quickly building and maintaining trust with both borrowers and referral sources.
- Meet with borrowers as necessary during various stages of the loan process, beginning with the initial application.
- Review / Analyze credit and financial data and determine borrower financing objectives and goals.
- Present appropriate products and programs and explain guidelines. Explain the pricing and rate locks as required.
- Input mortgage application, lock rate when appropriate, create initial disclosures and collect supporting loan documentation as required.
- Identify appropriate opportunities to cross-sell additional credit union products and services.

- Provide complete loan applications and communicate with the processing team to ensure a positive experience for all involved.
- Partner with mortgage processing team to provide on-going communication to borrowers and third parties regarding loan status.
- Maintain a thorough understanding of credit union products and services to educate applicants on a variety of solutions effectively.
- Develop an understanding of credit union history, philosophy, organization, by-laws, and operational procedures.

Security/Compliance

- Ensure compliance with all credit union policies and procedures.
- Possess a working knowledge of the Federal Lending Regulations, particularly related to mortgage lending.

Other Duties

- Regularly participate in credit union-sponsored activities, events, and community activities.
- Conduct all duties professionally and courteously when dealing with the credit unions owners and employees. Conduct should always be reflective of the credit union's core values.
- Complete all training by completion deadlines.
- Perform other duties as assigned by the management team.

REQUIRED SKILLS AND COMPETENCIES

- Demonstrated understanding of mortgage application, processing, underwriting, and closing processes.
- Knowledge of conventional and government lending guidelines and a basic understanding of the secondary mortgage market.
- Solid time management skills and the ability to organize, prioritize, and work on multiple files simultaneously.
- Professional and practical interpersonal skills.
- Knowledge of Federal Compliance Regulations governing Real Estate Lending.
- Ability to communicate clearly and effectively, both verbally and in writing, across a variety of audiences.
- Strong computer skills, including experience across Microsoft applications and previous experience utilizing mortgage software for communication purposes, including application input, rate locks, credit analysis, and loan status updates.

EDUCATION / EXPERIENCE

- Minimum of 3 years of sales experience, preferably in mortgage lending at a Credit Union or other financial institution.

WORK ENVIRONMENT

- Must be able to sit for an extended period
 - Must be able to utilize/view a monitor for an extended period
 - Must frequently use a keyboard to enter data
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Note: The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.