**Job Title:** Processor

**Reports To:** Branch Manager

**FLSA Status:** Hourly Non-Exempt

**Job Summary:**

The Loan Processor is responsible for processing loan applications in compliance with mortgage lending and applicable investor guidelines.

Performs duties such as analyzing the loan application, assessing creditworthiness and the likelihood that a loan applicant will be able to repay the debt, analyzing the AUS /Guidelines as they pertain to the loan product and sales structure, reviewing title commitments and fees, ordering subordinations and allocating fees properly in the system.

Responsible for monitoring the loan process and managing the proper expectations with the client and the sales staff through closing.

**Top 3 responsibilities and how you will be measured:**

**1) Pipeline Management**

Measurement: File Review times

Daily/Monthly reports – 90% of files to be reviewed on time

**2) Complete files submitted to UW and closing; all funding conditions addressed**

Measurement: Monthly touch reports

Total touches to be 4.5 or less (UW: 2.25, Closing: 2.25)

**3) Support Loan Officer Teams**

Measurement: Employee Surveys

Must score 4.8 or higher

**Essential Duties of the Position:**

* Submit files to Underwriting
* All purchases to be submitted to UW within 4 business days (must have enough documentation for the UW to evaluate income and credit)
* All refi’s to be submitted to UW within 48 hours of receipt of final documentation – must be a complete file – goal is for file to be a one touch
* Performs a general evaluation of the residential loan application file to verify that application data is complete and meets established standards, including type and amount of mortgage, borrower assets, liabilities, and length of employment and marital status.
* Ensures receipt and reviews all property required documents
* Prepares loan for Initial Closing Disclosure issuance.
* Provides quality loan processing, reviewing files for adherence to underwriting standards, and ensuring completeness prior to submission for underwriting for approval.
* Submits approved mortgage loan file to closing department and monitors the file through funding

Job Requirements:

* High school diploma or equivalent.
* Must be able to work 40 hours per week and overtime as required.
* Must be proficient in Word, Excel and Outlook applications.
* Proficient in DU/DO, LP, & major Origination systems.
* Must have excellent verbal and written communication skills.
* Must have a positive attitude.
* Must be dependable, self-motivated and require minimal supervision.
* Proficient with major correspondent and wholesale channels and their guidelines, including their

websites and pricing engines.

**Physical Demands:**

While performing the duties of this job, a person is regularly sitting in a normal office environment at a

desk using a computer, phone, fax and copy machine. This person may occasionally need to lift up to 20

pounds.

**Work Environment:**

Comply with all corporate policies and procedures

I have read, understand and agree to the requirements and responsibilities of this position.

Signature:

Printed Name:

Date:

This job description reflects management’s definition of the essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. In addition, the above statements are intended to describe the general nature and level of work being performed by the person assigned to this job.