

**Real Estate Loan Processor**

**Role:**

To assist loan originators and members with their loan applications; process and make loan disbursements.

**Essential Functions & Responsibilities:**

* Reviews residential loan application files to verify that application data is complete and meets bank standards, including type and amount of mortgage, borrower assets, liabilities, and length of employment.
* Calls specified companies to obtain property abstract, survey, and appraisal; informs supervisor of discrepancies in title or survey.
* Calls or writes credit bureau and employer to verify accuracy of information.
* Types loan application forms; submits mortgage loan application files for underwriting approval.
* Prepares and mails approval and denial letters to applicants.
* Records data on status of loans, including number of new applications and loans approved, canceled, or denied.
* Performs other related duties as assigned.

**Knowledge and Skills:**

**Experience:** One year to three years of similar or related experience.

**Education:** (1) A two-year college degree, or (2) completion of a specialized certification or licensing, or (3) completion of specialized training courses conducted by vendors, or (4) job-specific skills acquired through an apprenticeship program.

**Interpersonal Skills:** Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Other Skills:** Must have good communication skills. Ten key calculator, typewriter, and keyboard skills.

**Please send resume to:** **hr@rrcu.org** **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**