UNIVERSITY OF SOUTHERN CALIFORNIA

Credit Union Real Estate Loan Officer

Job Code: 115037

Grade: I

OT Eligible: Yes

Comp Approval: 4/20/2015

JOB SUMMARY:

Sells real estate loans to Credit Union members. Identifies, cultivates, solicits, interviews and consults with prospective borrowers. Participates in and assists with development of real estate loan marketing strategies. Liaises with title companies, escrow companies, appraisal companies, real estate offices, government agencies, etc. to facilitate closing of loan(s). Has responsibility to cross sell members additional products and services, as appropriate. Must meet minimum monthly and annual sales goals.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Sells real estate loans to Credit Union members. Originates first and second trust deed mortgage loans in accordance with investor requirements and USC Credit Union.  

Identifies, cultivates, solicits, interviews and consults with prospective borrowers. Communicates loan process, loan rates, programs, fees and other relevant loan information.  

Participates in and assists with development of real estate loan marketing strategies. Presents Homebuyer workshops and other educational classes and serves as a resource to potential buyers. Participates in community and other special events for purposes of promoting the USC Credit Union and its affiliated companies, as required.  

Performs credit qualification(s), using secondary market standards. Determines most suitable loan program for applicants.  

Liaises with title companies, escrow companies, appraisal companies, real estate offices, government agencies, etc. to facilitate closing of loan(s)  

Reviews applications for accuracy and completeness. Prepares loan files for review, ensuring complete and accurate documentation.  

Maintains progress and production reports and communicates with members regarding the status of their loan(s).  

Ensures timely collection of all fees, as required.  

Ensures compliance for all federal and state requirements for real estate loans.  

Cross sells members additional products and services, as appropriate.  

Stays current with Credit Union, university, federal, state and/or regulatory changes and ensures borrowers are informed of changes and updates. Attends meetings, conferences and training classes as needed.  

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes

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.

JOB QUALIFICATIONS:

Minimum Education:

High school or equivalent

Minimum Experience:

3 years

Minimum Field of Expertise:

Thorough knowledge of real estate lending. Demonstrated excellent written and verbal skills.

Preferred Education:

Bachelor’s degree

Preferred Experience:

5 years

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Compose letters
Coordinate events
Gather data
Input data
Maintain filing systems
Prepares official documents
Writes memorandums for own signature

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Consulting
Counseling
Customer service
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Marketing
Networking
Planning
Problem identification and resolution
Public speaking/presentations
Scheduling
Teaching/training

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

Comments:
Must meet minimum monthly and annual sales goals. Must have or become Notary Public designation. Must be able to travel between credit union branches and locations.

SIGNATURES:
Employee: ___________________________ Date: ___________________________
Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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