

SOUTH ATLANTIC BANK
Job Description

JOB TITLE: Mortgage Loan Officer
DEPARTMENT/BRANCH: Mortgage Banking
IMMEDIATE SUPERVISOR: Director of Mortgage Banking
SUPERVISES: N/A
FLSA STATUS: Non-Exempt
LAST REVISION DATE: 02/07/18

JOB SUMMARY

Responsible for the marketing, sales and origination of mortgage loan products within bank policies and procedures while providing excellent customer service. Mortgage Loan Officers should also refer mortgage clients for other bank products and services and participate in business development activities. This is an hourly + commission based position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent education required; bachelor's degree preferred
- Minimum of two years of experience as a mortgage loan originator or loan officer with residential mortgage lending responsibilities and a solid knowledge of the local market
- Excellent verbal and written communication skills
- Strong organizational skills
- Demonstrated interpersonal, customer service and negotiation skills
- Proficiency with Microsoft Office including Word, Excel and Outlook as well as relevant mortgage loan systems
- Must be SAFE Mortgage Licensing Act compliant within 30 days of employment in this role and applicable NMLS acceptable background check
- Familiarity with regulations related to mortgage lending
- Financial analysis, strong credit underwriting and analytical skills
- Able to present at meetings and deal with the public effectively and confidently
- Ability and desire to produce a high volume of work

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implements effective mortgage marketing plans to meet or exceed mortgage production goals
- Solicits residential first mortgages through contacts with realtors, builders, and developers.

- Provides service and sound mortgage advice to customers and prospective customers seeking residential mortgage loans based on client needs as well as the bank's mortgage products.
- Interviews applicants to develop information concerning their needs, desires, and earnings to assist in determining whether the loan will be an acceptable risk.
- Obtains and analyzes pertinent financial and credit data.
- Ensures the preparation and processing of forms and legal documents required for residential loans.
- Assists Mortgage Operations with client, attorney or appraiser document follow-up as determined through quality control or post-closing review.
- Negotiates terms and conditions of loan with mortgagors.
- Keeps informed on trends and developments in the local real estate market, as well as the changing rules and regulations pertaining to both private and government-insured mortgages.
- Relies on judgment and extensive experience to plan and accomplish goals.
- Possess a good working knowledge of all regulatory requirements pertaining to the job function, including, but not limited to, BSA/AML, the U.S. Patriot Act, and privacy laws.
- Responsible for compliance within described area of responsibility
- Performs other duties as requested

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required to carry out the job. Other duties may be performed, both major and minor, which are not mentioned above. Specific activities may change from time to time.

Affirmative Action
EOE/M/F/Disability/Veteran