

Home Equity Loan Officer – Job Description Summary

Receives and reviews applications for Home Equity Products in accordance with established lending policies, procedures and criteria. Assembles loan applications and approves loans that meet established lending criteria and are within approved lending limits. Presents loan requests above lending limit to management. Assist with the First Mortgage closings and prepares necessary documents for closing when necessary. Excellent speed in processing loan requests without compromising accuracy, high organizational skills and ability to juggle multiple tasks in order to meet post closing requirements. Must be able to respond to staff, customers and vendor inquiries about equity loans in process. Prepare weekly/monthly reports on loan status and closing. Emphasis on team effort to cross train other staff on the loan process.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment