

Real Estate Specialist I – Job Description Summary

Conducts interviews of borrowers requesting real estate secured loans, records information, obtains supporting documentation and verification of information in accordance with policy. Coordinates closing at branches and funds second mortgage loans as needed. Advise customers of other beneficial products and services.

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