

Senior Home Equity Loan Processor – Job Description Summary

Primary responsibilities include origination and processing of home equity loans for the organization. Also originates first mortgage loan applications within guidelines. Works with the customer to ascertain which product (mortgage or home equity) is best suited to meet the customer's needs and objectives.

Responsible for home equity loan origination and processing, including taking home equity loan applications, all aspects of processing home equity lines of credit and closed-end home equity loans including closing and disbursing loans. Also is responsible for training other staff in home equity origination and processing to ensure quality in our home equity portfolios.

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