



Position: Loan Officer I – Underwriter
Reports to: Lending VP

Purpose: The successful applicant will be responsible for providing information on credit union products and services to make recommendations to lending staff in accordance with credit union policies and procedures and State and Federal rules and regulations. Responsible for evaluating applicants for loans and processing various loan applications based on analysis. Gather background information and analyze loan applicants' credit history. Approve or deny loan applications based on analysis. Operate with substantial credit authority.

Duties/Responsibilities:

1. Handle loans of highest complexity, value, or risk.
2. Analyze credit reports for all accounts, verify debts, estimate monthly payments for any outstanding debts not listed and add them to debts on application.
3. Calculate debt-to-income ratios on loan applicants and calculate how much of a loan applicant's debt is secured or unsecured.
4. Monitor online applicants' queue.
5. Determine collateral needs and payment plans for members applying for loans.
6. Determine membership eligibility of loan applicants.
7. Approve or deny loan applications for all credit union products within Loan Officer I authority.
8. When a loan is denied, prepare, and send adverse action letter when required.
9. Verify the accuracy of loan amounts and repayment terms on approved loan applications.
10. Complete loan documents and disburse loans when approved.
11. Implement new loan products and services in accordance with management direction.
12. Cross-serve lending products.
13. Follow the guidelines in the Lending Policies/Procedures.
14. Responsible to keep your desk and equipment clean and neat.
15. Report problems or concerns to Lending VP.
16. Perform duties as requested by Lending VP.

Experience:

- 6 months to 2 years lending and underwriting experience; or equivalent combination of education and experience
- Computer experience

Skills:

- Ability to empathize/analyze difficult member's financial situations while enforcing credit union policies uniformly
- Good Interpersonal skills/Phone skills
- Ability to clearly communicate verbally and written
- Ability to Multitask
- Organizational skills
- Strong mathematical skills

Education required:

- High School diploma/equivalent