

LOAN SPECIALIST

DEFINITION

Under general supervision, processes all residential property loan programs and performs preliminary underwriting analyses; publicizes and promotes residential loan programs.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Logs, reviews, evaluates and processes residential loan applications. Requests, receives and verifies supporting documents such as financial statements, credit history reports, personal income statements/verifications, title reports and trust deeds. Makes preliminary recommendations regarding loan eligibility to City Loan Committee. Assists with execution and submittal of required loan documents, including loan closings. Secures property and asset appraisal for valuation. Assists with establishing criteria for various residential loan programs. Coordinates loan program activities with property owners, various City departments, loan committees, title and escrow companies, loan servicing agencies and governmental entities. Prepares informational flyers and publicizes City loan programs through electronic and print media. Convenes special informational meetings and attends meetings of community organizations to provide information to property owners on City loan program goals, objectives and procedures. Gathers data and writes detailed reports. Keeps records and monitors progress of all applicant loan requests; maintains loan portfolio management database. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This classification performs specialized, responsible technical staff work in the processing of applications for residential property loans. Reports to the Housing Programs Coordinator.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and experience equivalent to graduation from a two-year college with specialization in business, banking and finance or related field and one year of experience in loan processing or any combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: techniques, procedures and policies used in verifying financial information and processing loan applications.

Knowledge of: federal, state and conventional residential property financing programs; procedures to implement contractual agreements pertaining to owner participation in residential improvement loan financing; computer applications in loan processing functions. Some knowledge of state and federal funding sources and regulations.

Ability to: review, evaluate and process residential property loan applications; interpret financial criteria and evaluate available financial data; make preliminary recommendations regarding loan funding; prepare informational brochures; keep records and maintain loan portfolio management database; use a financial calculator; gather data and write detailed reports; communicate clearly and concisely both orally and in writing; advise property owners regarding specific components of loan programs available; coordinate and make informational presentations to property owners and community groups; establish effective working relationships with fellow employees, City departments, the media, title and escrow companies, governmental entities and property owners; use tact and diplomacy when dealing with citizen-clients in a culturally diverse community.

#### SPECIAL REQUIREMENTS

Bilingual fluency in both English and Spanish. Possession and retention of a valid California Class C Driver's License is a condition of employment.

#### SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours, including evenings and weekends as needed.

#### DESIRABLE CHARACTERISTICS

The successful performer is a well-organized, detail-oriented individual who demonstrates initiative in researching and coordinating various loan processing functions. Able to be entrusted with confidential information, they possess excellent judgement and show tact and understanding when dealing with clients from economically and culturally diverse backgrounds.

Prepared and approved through 1986-87 Clerical Study Process

Former Class Title: Financial Services Aide

New Title Effective: 1-88

SACEA MOU 1987-89

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