



Credit Union Mortgage Loan Underwriter Job Description

JOB INFORMATION

Job Code:	115125
Job Title:	Credit Union Mortgage Loan Underwriter
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Credit Union
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

JOB SUMMARY

Analyzes and renders credit decisions on mortgage loan applications consistent with internal policies and investor guidelines. Evaluates loan packages for loans to be sold to the secondary market and portfolio loans for first and second trust deed financing. Ensures loan packages are complete and compliant with all university policies and requirements.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Conventional front-end underwriting knowledge.
X		Experience with mortgage laws and regulatory requirements.
X		Experience governing underwriting decisions for First Trust Deed programs, qualified and non-qualified mortgage loan products for purchase, refinance and equity transactions.
X		Experienced in underwriting processes and requirements (e.g., calculations, credit, collateral).

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven experience identifying underwriting gaps to determine whether additional verification or analysis is needed.
X		Highly analytical with a critical eye for data and documentation completeness and accuracy.
X		Excellent written and oral communication skills.
	X	Extensive front-end underwriting knowledge.
	X	Experience in a university credit union setting.
	X	Current and up-to-date knowledge of all applicable regulations and requirements for mortgage loans.
	X	Proven experience reading and analyzing tax returns for self-employed borrowers, business returns, and rental income, using AGI and SAMs method analysis forms.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Reviews full credit packages to make decisions on mortgage loan applications. Evaluates residential mortgage loans risk on timely basis based on sound underwriting decisions. Approves, denies, or recommends modification of real estate loans based on detailed analysis of loan package to determine if the applicant presents an appropriate level of risk. Prepare reports based on the results from the risk analysis for use in decision-making.				
Reviews loan package for completeness. Validates supporting documentation and assets for credit, collateral and income-supporting documents. May request additional documents from applicant, real estate company or other third-party company. Reviews preliminary title reports, loan estimates, and all other required regulatory forms.				
Evaluates loan risk through verification of loan application information. Analyzes credit data and financial statements to determine the risk involved in extending credit or lending money. Verifies application information against loan criteria guidelines and standards (e.g., Freddie Mac, Fannie Mae, Ginnie Mae). Maintains currency with agency guidelines, making timely and appropriate policy changes.				
Evaluates applications for compliance to government, internal and investor standards. Responds to inquiries from applicants, brokers, retailers, and institution staff regarding loan status, policies, procedures and related issues. When required, is responsible for ordering second appraisals				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.