CLASS TITLE: **Loan Processing Specialist**

CHARACTERISTICS OF THE CLASS:  Under general supervision, prepares complex loan packages for multi-family housing rehabilitation projects; and performs related duties as required.

ESSENTIAL DUTIES:  Prepares and analyzes low-income tax credit packages; coordinates loan underwriting activities for applications involving numerous funding sources; negotiates loan terms with developers and lenders; reviews loan packages for compliance with various local, state and federal regulations; presents loans to review committee for approval; serves as liaison to developers, lenders, applicants and City departments and agencies to complete financial transactions; provides information on multi-family program regulations and eligibility requirements; maintains loan-related records and prepares standard financial and activity reports.

RELATED DUTIES:  Supervises the work of lower-level loan processing staff.

MINIMUM QUALIFICATIONS:

Training and Experience.  Three years of progressively responsible residential or commercial loan packaging and underwriting experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill.  Considerable knowledge of loan processing and closing procedures.  Considerable knowledge of pertinent federal, state and City laws, statutes and ordinances. Considerable knowledge of multi-family housing rehabilitation or new construction underwriting.

Ability to negotiate loan terms with developers and lenders. Ability to analyze loan and tax credit packages.  Ability to operate a personal computer.

Skill in coordinating the loan application process.  Skill in evaluating loan packages. Good oral and written communication skills.  Good math skills.

Working Conditions.  General office environment.

Equipment.  Standard office equipment.


NOTE:    While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.


January, 1995