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