CLASS TITLE: Loan Processing Officer

CHARACTERISTICS OF THE CLASS: Under general supervision, assists residential or commercial property owners in applying for financial assistance to rehabilitate their property; and performs related duties as required.

ESSENTIAL DUTIES: Provides technical advice and assistance to property owners and developers for rehabilitation, new construction or home purchase loans through various programs; informs applicants on the availability of federal loans and grants; provides information on program regulations and eligibility requirements; assists applicants in completing preliminary and final loan or grant applications; obtains and assesses necessary documentation to verify the financial status and eligibility of applicants; assembles complete loan application packages for final approval; coordinates pertinent functions to finalize loan closings; conducts closing sessions; reviews contract amendments in order to verify fund availability; prepares final disposition of fund statements upon completion of rehabilitation work; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in residential or commercial loan packaging and processing in a public agency or private lending institution, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of loan processing practices. Good knowledge of pertinent federal, state and City laws, statutes and ordinances. Good knowledge of the loan closing process.

Ability to maintain accurate records and prepare reports. Ability to work effectively with and for the general public. Ability to read and interpret inspection reports, cost estimates and bids. Ability to operate a computer.

Skill in coordinating the loan application process. 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.

February, 1995