Cherokee Nation
Human Resources Job Description

JOB TITLE: Mortgage Loan Officer
JOB CODE: 501171
GROUP: Commerce Services
DEPARTMENT: Small Business Assistance Center
REPORTS TO: As Assigned
PREPARED BY: Human Resources
PREPARED DATE: 06/08/2006
1ST REVISION DATE: 06/29/2009
FLSA STATUS: Non-exempt
RANGE: P07

APPROVED BY: [Signature]
APPROVED DATE: 06/30/09

SUMMARY
Reviews, analyzes and interprets credit reports; calculates debt-to-income ratios; matches applications with mortgage resources; determines steps necessary to prepare applicant for a mortgage; explains the mortgage loan process and predatory lending practices to groups and individuals; works with lenders on subordinate mortgages, underwrites lease to purchase agreements, and prepares and files appropriate documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews, analyzes and interprets credit reports.

Calculates debt-to-income ratios.

Matches applications with mortgage resources.

Determines steps necessary to prepare applicant for a mortgage including determination of how much financial assistance is needed.

Explains the mortgage loan process and predatory lending practices to groups and individuals.
Works with lenders on subordinate mortgages.

Reviews loan applications and underwrites mortgage lease to purchase agreements.

Prepares and files appropriate documents.

**SUPERVISORY RESPONSIBILITIES**
None.

**RESPONSIBILITIES/ACCOUNTABILITIES:** The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with time lines and objectives set.)

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATIONAL REQUIREMENT**
Bachelor's degree from 4-year college or technical school; or six years related experience; or equivalent combination of education and experience.

**EXPERIENCE REQUIREMENT**
At least two years experience in a related field.

**LANGUAGE SKILLS**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**COMPUTER SKILLS**
To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

**REASONING ABILITY**
Ability to solve practical problems and deal with a variety of concrete variables in situations
where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES
Ability to evaluate credit reports

Ability to figure debt-to-income ratios.

Capability to determine the type of lender that would be best suited for consumer based on the credit report and debt-to-income ratio.

Must have knowledge of underwriting criteria including advantages/disadvantages for various lending programs such as FHA, VA, USDA, HUD 184 and the secondary market including FANNIE MAE and FREDDIE MAC.

OTHER QUALIFICATIONS
Embraces and implements the Jobs/Language/Community Cherokee Nation Strategy.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.