



Job description

Job Title: Disclosure Specialist

Location: Avon, CT

Reports To: Retail Processing Manager

Job Summary: Disclosure Specialist is expected to perform a variety of loan documentation duties using comprehensive knowledge of policies and procedures for loan products

FLSA: Non-Exempt

Supervisory Responsibility: This position has no supervisory responsibilities.

Key Responsibilities

- Prepares and send the initial disclosure package, including the Loan Estimate, within the TRID required timeline, for all types of loans (Conventional, FHA, VA, Purchase, etc.)
- Responsible for timely preparation and delivery of Initial Loan Disclosures
- Ensures Loan Program and associated fees are accurate
- Keeps abreast of all new compliance regulations, policies and procedures
- Keeps accurate HMDA data and checks for entry errors
- Performs variety of clerical duties requiring knowledge of departmental procedures
- Uses office computer software for data input. Other activities include ordering, Order FHA Case #'s, LDP/GSA and Attorney Approval
- Other duties as assigned by supervisor

Core Competencies

- Flexible, Detail Oriented, Customer focus, Team working, Initiative, Problem solving, Organized, Self-motivated

General

- Adopt the Village culture of Professionalism, Integrity, Effectiveness and Dynamic attitude that contributes to an internal environment of teamwork and promotes a positive brand image to our external customers.
- Comply with Village procedures, policies and regulations relevant to this role. Undertake relevant training on Village policies and procedures as delivered by the line manager, the Human Resources department or compliance, risk, internal audit teams either directly or via Digital University.
- Computer skills: good working knowledge of MS Office
- Communicate effectively with others, both verbally and in writing
- Proven background in accurate, high volume data entry
- Proven ability to manage time, meet deadlines and prioritize
- Maintain standards and professionalism during periods of fluctuating workloads
- Provide professional service to direct customers of Village Mortgage in all interactions.
- Maintain team standards through supporting other team members in achieving their service/quality levels and targets, as required.
- Build effective working relationships with other team members.
- Manage daily tasks to ensure business needs are consistently met.

Education and Qualifications

- High School Diploma or equivalent is required

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.

While performing the duties of this job, the employee is regularly required to talk and hear.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.