



Mortgage Underwriter

Job Description

CORE INFORMATION

Job Title:	Mortgage Underwriter
Salary Grade:	9

HR INFORMATION

FLSA Classification:	Non-Exempt
EEO Code:	Professionals

ORGANIZATION

Department:	Mortgage
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Supervisory Responsibilities

Individual Contributor				
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Level of Supervision Received

Under general supervision, proceeds alone on regular duties, referring questionable cases to supervisor.

DESCRIPTION OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Underwrite mortgage applications within established timelines according to portfolio/secondary market underwriting standards and in compliance with governmental regulations. Reports to Vice President Mortgage Operations.

Essential Job Duties

Underwriting:	<ul style="list-style-type: none"> * Perform a thorough analysis of loan files based on submitted loan documentation (credit, income, assets, appraisal, automated underwriting, and title search) for compliance with portfolio and secondary market standards and underwriting guidelines. * Underwrite an average of 3-4 new files per day within an acceptable time frame as set by management, depending on volume. * Manage individual pipeline for turn times and pending files, prioritizing as necessary. * Determine loan eligibility for sale to secondary market investors. * Verify all electronically stored documentation. * Make sound credit decisions according to Bank/Secondary market guidelines. * Prepare commitment letters stating appropriate conditions based on secondary and portfolio guidelines. * Review pre-closing conditions and file re-submissions in a timely manner, generally no more than 48 hours. * Proactively communicate with originators and staff of loan status and any file deficiencies. * Submit files to private mortgage insurance companies for approval as necessary. * Submit completed files for FHA approval with all appropriate documentation
Additional Underwriter Functions:	<ul style="list-style-type: none"> * Assist operations staff and originators with underwriting, program, and documentation questions. * Prepare adverse action files for Second Sight Review, including but not limited to the Second Sight Worksheet and Log. * Log counteroffers, policy exceptions and pricing concessions. * Determine borrower eligibility for additional Bank products as appropriate.
Ongoing:	<ul style="list-style-type: none"> * Effectively utilize automated mortgage processing systems, electronic data storage systems and automated underwriting systems. * Update notes on a consistent basis. * Maintain high level of customer service and loan integrity. * Complete continuing education on review of appraisals, income analysis and other topics as deemed appropriate by management and market conditions.

Additional Job Duties

Perform other related duties as required.

Required (for all Jobs)

Must maintain thorough knowledge of and comply with all applicable laws and regulations, including BSA/AML and Privacy requirements, as set forth in the Bank's policies, procedures, and programs. This position requires consistent regular attendance.

SKILLS

Required Skills

Communication and Interpersonal Skills:	Must communicate effectively using all mediums including but not limited to dealing with customers, clients, and employees on the telephone, in person, and in writing. Ability to speak effectively in one-on-one or small group situations. Strong customer service skills required
Computer Skills:	Microsoft Office. Must be able to learn and work with any job relevant or industry specific software programs employed by the bank. List any specific software/computer skill requirements utilizing the "Other" field.
Organizational Skills:	Ability to work in a fast-paced environment with ability to juggle multiple projects and/or tasks while maintaining accuracy to the highest level. Ability to meet deadlines and prioritize workflow. Strong attention to detail and task oriented. Uses time efficiently.
Problem Solving Skills:	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving concrete variables in standardized situations.
Team Player:	Ability to work well in a team-oriented environment.

Additional Skills

Skill/Ability	Description	Proficiency
Product Knowledge: Ability and interest in continually improving knowledge and understanding of bank products and services.		Intermediate
Independent Judgment: Ability to work independently, without specific instruction, in a self-reliant manner. Exhibits sound and accurate judgment and makes timely decisions.		Intermediate
Mathematic Skills: Ability to use a calculator (list any specific requirements).	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume.	Intermediate
Other:	Basics in Outlook, Word, Excel and must be able to navigate the internet. Must be able to learn any software systems utilized by the bank.	Intermediate

Required Leadership and Management Skills

<input checked="" type="checkbox"/>	Must follow, support and implement Bank Quality Service Standards.
<input checked="" type="checkbox"/>	Must be able to serve as a role model by exhibiting professionalism, observing confidentiality, promoting service awareness, being operationally sound, and possessing strong leadership and teamwork skills.
<input checked="" type="checkbox"/>	Must be able to communicate and provide consistent support of the strategic goals of the Bank.

Additional Leadership and Management Skills

Skill/Ability	Description	Proficiency
Must be able to create a motivational environment by encouraging employees to succeed and ensuring effective recognition.		Intermediate

PHYSICAL & MENTAL DEMANDS / WORKING CONDITIONS

Physical and Mental Demands

	Physical Demands	Additional Details
<input checked="" type="checkbox"/>	Must be able to be sedentary for extended periods of time.	

✓	Must be able to focus and not be easily distracted.		
✓	Must be flexible in working hours for business needs and/or to attend Bank functions and events.		
✓	Must have close clear vision at 20 inches or less, with depth perception: i.e. three dimensional visions, ability to judge distances and spatial relationships; and have the ability to adjust focus.		

Working Conditions

	Working Conditions	Additional Details
✓	Busy office environment with moderate noise: computers, printers, phones, and customer traffic.	

QUALIFICATIONS

Licenses and Certifications

Education

High School or GED		Required
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Experience

2-5 years	FHA DE Underwriting	Required
2-5 years	Residential Mortgage loan underwriting.	Required
2-5 years	Thorough knowledge of secondary market underwriting and documentation guidelines and experience with automated underwriting systems.	Required
2-5 years	Banking experience.	Preferred

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Union Savings Bank. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.