



**Wyoming Community Development Authority
Job Description**

JOB TITLE:	Loan Review Specialist I	PAY GRADE:	7
DEPARTMENT:	Single Family: Loan Review	FLSA STATUS:	Non-Exempt
REPORTS TO:	Director of Single Family Programs	REVISED:	January 2015
SUPERVISORY:	None		

Overall Job Purpose: Part of a team of employees who review incoming single family and FNMA loans for accuracy, facilitate receipt of all documentation, and verify compliance with IRS federal regulations and mortgage insurer requirements. To support Director of Single Family Programs (DSFP) and Loan Review Officer, as needed, including assisting DSFP with lender training outside of WCDA.

WCDA VALUES
<p>Accountability: Takes full responsibility for own actions; Trustworthy; Follows up personally and monitors progress to ensure that things stay on track; Holds self and others accountable for keeping commitments; Exhibits attention to detail</p>
<p>Communication: Ensures that information and ideas are flowing in all appropriate directions; Shares information appropriately and openly; Is accessible and receptive to both good and bad news; Conveys information in a clear manner; ensures that others understand; Asks for input, listens actively and makes sure others' opinions are heard; Maintains composure and exhibits humility when expressing opinions and ideas</p>
<p>Initiative and Creativity: Plans work and carries out tasks; Makes constructive suggestions; prepares for problems or opportunities in advance; Undertakes additional responsibilities; Responds to situations as they arise with minimal supervision; Creates novel solutions to problems; Evaluates new technology as potential solutions to existing problems</p>
<p>Judgment: Makes sound decisions; Bases decisions on fact rather than emotions; Analyzes problems skillfully; Uses logic to reach solutions</p>
<p>Cooperation/Teamwork: Works harmoniously with others to get a job done; Responds positively to instructions and procedures; Able to work well with staff, co-workers, peers, and managers; Shares critical information with everyone involved in a project; Works effectively on projects that cross functional lines; Helps to set a tone of cooperation within the department and across other departments; Coordinates own work with others and seeks opinions; Values working relationships; When appropriate-facilitates discussion before decision-making process is complete; Responds to phone/email questions promptly</p>
<p>Quality of Work: Maintains high standards despite pressing deadlines; Does work right the first time; Corrects own errors; Regularly produces accurate, thorough and professional work</p>
<p>Reliability: Personally responsible; Completes work in timely, consistent manner; Works hours necessary to complete assigned work; Is regularly present and punctual; Arrives prepared for work; Is committed to doing the best job possible; Keeps commitments</p>
<p>Commitment to Safety: Understands, encourages, complies with, and carries out safety policies and procedures of the Authority; Takes personal responsibility for safety</p>
<p>Support of Diversity: Treats all people with respect; Values diverse perspectives; Provides supportive work environment for all workforce Supports WCDA's philosophy of EEO; Treats others fairly; Recognizes differences as opportunities to learn and gain by working together; Values and encourages unique skills and talents; Seeks and considers diverse perspectives and ideas</p>
<p>Leadership: Acts as a mentor and empowers others to do their best work; Identifies opportunities to make needed changes; acts as a catalyst; Uses persuasion and influence to connect others; Helps others keep on track; Gives honest and helpful feedback, supports the success of others; Celebrates success and gives credit to others</p>

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of and experience in mortgage lending, including WCDA loan processing and packaging

Knowledge of Compliance and IRS federal regulations related to WCDA bond programs

Knowledge of Conventional, FHA, VA and RD requirements

Knowledge of WCDA program rules and regulations

Knowledge of FNMA mortgage loan requirements

Thorough knowledge of automated underwriting systems

Ability to communicate information in a clear manner both verbally and in writing

Strong ability to write professional business correspondence

Ability to multi-task

Able to handle interaction with personnel, and third parties with utmost fairness and honesty while presenting a thoroughly professional and respectful attitude

Strong organizational skills

Must be detail oriented and strive for accuracy

Solid confidence in personal abilities and knowledge

Strong ability to build and maintain good working relationships

Ability to work independently

Basic typing skills (45 wpm)

Knowledge of Word, Excel, PowerPoint, Access and Outlook

IMPACT AND ACCOUNTABILITY

Review new loans as received to ensure compliance with the WCDA Seller Guide and program requirements

Verify the underwriting results are supported with the proper documentation

Obtain and track all documentation needed to meet audit/review requests by the insurer or guarantor of the loans

Verify info contained on the Mortgage Purchase Info Sheet is correct and input correctly into the loan tracking system

Verify that both applicant and property are eligible based on the specific program requirements

Verify mortgage payment calculation is correct

Review information contained in the loan documents for accuracy

Complete the appropriate Required Documents Checklists in the Lender Online and tracking systems

Track receipt/non-receipt of required loan review conditions via data entry to loan tracking systems & Excel spreadsheets

Approve/disapprove the loans for purchase

Ability to review a minimum of 4 loans per day

IMPACT AND ACCOUNTABILITY

Follow up on the outstanding loan documents required for purchase

Track all follow up loan documents required to complete the file

Send out notices to lenders on outstanding documents on a monthly basis

Review follow up documents for accuracy

Complete quarterly lender report on each loan received for purchase

Assure all lender report card information is complete for quarter-end reporting; coordinate completion of section II of lender report card with Loan Review Officer and DSFP

Facilitate completion of consolidated quarter-end lender scores, create single page report per lender and provide copies to the DSFP

Coordinate with Loan Review Officer and DSFP for a quarterly recognition of top 3 Lender Report Cards

Coordinate with Communications Manager on the design and announcement of top 3 Lender Report cards

Complete scanning sheet after all documents are in file and ready to go to scanning

Review and approve homebuyer assistance loans and any special programs loans which require pre-approval and funding prior to closing; loans are reviewed for eligibility, accuracy, documentation, and, if eligible, funding is requested and sent to the closing

Perform approvals for Loan Review Specialist II, of Homebuyer Assistance Loans, as needed

Review and assist with coordination of marketing the Wyoming Energy Savers Program

Assist with the Lender Online system and the E-docs program and ensure all program documents are up to date

Assist with follow up and correction of items required by monthly quality control reports

Assist with the follow up of documentation needed by Mortgage Insurance companies due to claim issues or as directed by the DSFP

RELATIONSHIP RESPONSIBILITY

Assist Loan Review Officer with website and documentation changes that have been approved by the DSFP

Back up Loan Review Officer with Secondary market rate changes/commitments as needed

Assist Loan Review Officer with adjustments to work flow as needed

Provide suggestions to DSFP and Loan Review Officer regarding facilitation, design, and ongoing trainings to educate realtors and lenders on WCDA's programs

Assist DSFP with, attend and present at local mortgage lender meetings both on-site and at lender offices around the state—travel required

Assist DSFP with, attend and present at local realtor luncheons/meetings around the state—travel required

Assist DSFP with, attend and make presentations at public meetings regarding single family programs, attend trade shows to further awareness of the programs—travel required

Answer customer and lender calls regarding WCDA homeownership programs

Assist with monthly lender webinar training as requested by Loan Review Officer and DSFP

Assists with training of Loan Review Specialist II, if applicable

Assists DSFP with board reports as needed

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities

OTHER SKILLS AND ABILITIES REQUIRED

Must be able to lift a minimum of 10 pounds
Able to sit/or drive 4 to 7 hours per day
Able to stand 0 to 2 hours per day
Able to walk 0 to 2 hours per day
Able to work 5 days per week
Possess or have ability to obtain a valid driver's license
Able to travel overnight and/or same day
Able to perform sedentary work
Able to bend/stoop, reach, push/pull and climb stairs occasionally
Able to talk, hear and converse with customers and co-workers
Visual acuity to perform close work
Able to use hands for frequently repetitive work
Must be able to speak, comprehend, read and write using the English language
Reasonable accommodations will be considered

EDUCATION and/or TRAINING REQUIREMENTS

Education:

Associate's or Bachelor's Degree in a related field preferred or minimum 2-5 years of relevant work experience or an equivalent combination of education and work experience

Relevant Work Experience:

2-5 years relevant work experience or an equivalent combination of education and experience;
loan processing experience required; processing WCDA mortgage loans preferred

Certification:

None

This job description in no way states or implies that these are the only duties to be performed by this employee or abilities needed to perform the duties. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor(s).