

# **Job Description**

## *Mortgage Loan Originator*

**Department: Mortgage Lending, El Paso Loan Center**  
**Reports to: Department Manager**  
**Supervises Mortgage Loan Processor**

**Date: March 15, 2019**

**Summary:**

Under general supervision, but in accordance with established policies and procedures, will be working under the direction of the Mortgage Loan Manager in interviewing mortgage loan applicants, obtaining pertinent financial data and conducting a preliminary analysis, and pre-approvals. Must be able to generate new business and maintain a pipeline. The essential job functions described below:

**Duties and Responsibilities:**

**I. Loan Originating**

- Solicits residential real estate loans.
- Interviews and counsels customers on different financing programs and their requirements.
- Obtains pertinent financial and loan data required.
- Calculates payment options, closing costs and obtains required regulatory disclosures.

**II. Financial Analysis/Loan Decision**

- Analyzes financial information, calculates debt to income ratios, cash flow and reviews credit history.
- Determines if applicant meets established guidelines.
- Forwards application for further processing and periodically checks on status of the application.
- Reviews final loan package and appraisal to ensure file is ready for final submission to secondary market investors and/or loan committee.
- Makes final recommendation or declines the loan request.
- Informs applicant of final loan decision.

**III. Business Development**

- Develops and maintains mutually beneficial relationship with realtors and builders.
- Solicits new business for the bank by active involvement in civic, community or related business groups.
- Works closely with El Paso Market President in developing new business.

Other duties as assigned.

**Qualifications:**

Minimum high school diploma or equivalency required with higher-level education preferred. Minimum two-year experience in lending to include loan application analysis, negotiating interest rates, and processing real-estate loans with knowledge of secondary market guidelines. Knowledge of RESPA and HMDA preferred. Community or civic involvement preferred, with the ability to cultivate strong business relationship. Must be El Paso local and bilingual preferred. Strong language and interpersonal skills to communicate effectively both verbally and written. Analytical, problem solving, and mathematical skills required to calculate financial figures, yields, percentages and ratios. Ability to perform cash flows and analyze tax returns. Strong reasoning capabilities to allow for solving problems and situations. Ability to make presentations and deal effectively with outside groups, internal management and other employees. Must work well and effectively under pressure and handle various job tasks and deadlines.

**Work Environment:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit and occasionally required to walk. Use hands to finger, handle or feel objects, tools or controls; and talk or hear. Must be able to communicate with customers effectively. The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderate. May require travel to Las Cruces home office when necessary.

*Equal Employment Opportunity Employer/M/F/Veteran/Disability*