

HOUSING LOAN SPECIALIST

SUMMARY:

Under limited supervision, intakes, and processes residential mortgage loan applications, reviews, analyzes, prepares and performs a variety of complex financial functions related to the City's housing and Community Development Block Grants (CDBG); and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Intakes and processes residential loan applications. Assists clients in completion of housing assistance applications.
2. Prepares preliminary residential loan packages, title research and legal documents for loan closings.
3. Counsels applicants as to their credit worthiness.
4. Reviews HUD statements, calculates closing costs, and prepares invoice for payment.
5. Prepares and conducts Homebuyers seminars.
6. Coordinates with private inspectors for home inspections prior to closing.
7. Provides counseling to mortgagees in terms of delinquency and default, and refers mortgagees to agencies for assistance in remedying financial problems.
8. Packages loan applications and submit to lenders for underwriting.
9. Gathers statistical and demographic data for reporting purposes.
10. Tracks and monitors program activities and client demographics.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, Federal and State laws, rules, regulations, and ordinances related to loan application, processing, awarding, under grant guidelines.
- Knowledge of local lender criteria, real estate practices, principles and laws.
- Knowledge of public and private programs and agencies that render housing assistance.
- Knowledge of loans processing methods, practices, and procedures.
- Skill in maintaining and analyzing statistical information.
- Skills in record keeping.
- Skills in working with the private sector and volunteer groups, housing assistance programs, and low and moderate-income clientele dynamics.
- Ability to communicate effectively both in writing and verbally.
- Ability to assign, schedule, prepare, and review real property documents.
- Ability to operate personal computer and related software.
- Ability to interact with individuals from all socio-economic groups.
- Ability to establish and maintain effective working relationships with supervisor, peers, and the public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed accounting and financial work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: High school diploma and four (4) years of loan processing and origination in a financial lending institution, or any equivalent combination of training and experience. A valid Florida driver's license is required.