

POSITION DESCRIPTION

POSITION TITLE: Disclosure Specialist

GRADE: 13

REPORTS TO: AVP, Operations

FLSA: Non-Exempt

POSITION OVERVIEW: This position requires the initial Disclosures and re-Disclosures of the loan throughout the loan process.

ESSENTIAL DUTIES and RESPONSIBILITIES, *includes the following responsibilities, but not limited to:*

- ◆ Provide mailed or emailed Disclosures to the borrower once the loan is received and registered. Follow up with a mailed disclosure if the borrow does not retrieve the e-Disclosure within 24 hours.
- ◆ Enter Disclosure data into Datatrac to ensure broker announcement is timely.
- ◆ Re-Disclose the loan as needed throughout the loan process based on guidelines and enter notes in Datatrac.
- ◆ Understand guidelines and regulation changes as they apply to Disclosures.
- ◆ Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: N/A

PHYSICAL and ENVIRONMENTAL CONDITIONS

Office environment, equipment and tasks, including work at a computer terminal which requires repetitive keyboarding and data entry. This position requires partial sitting and walking throughout the day. Employee must be open to work overtime to complete assigned tasks.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Minimum 2 years experience in wholesale mortgage.
- ◆ Loan processor experience preferred.
- ◆ Excellent verbal and written communication skills.
- ◆ Must have excellent customer service skills.
- ◆ Intermediate experience with Microsoft suite of products
- ◆ Experience with DU and Dataram systems preferred.
- ◆ Ability to work independently in a fast-paced environment.
- ◆ Resourceful
- ◆ Be able to work as part of a team
- ◆ High level of integrity
- ◆ Adapts well to change