



Loan Processor/Underwriter

Position Description

This is a contractual position for 12 months working on the Prince George's County Homeownership Assistance Program. The successful candidate will have the ability to select health insurance through the County's provider. Sick leave, vacation leave and differed compensation are not available.

- Perform intake of application
- Review packages for completeness and compliance with application checklist and submittal requirements.
- Perform eligibility review in accordance with program guidelines.
- Complete sources and uses of funds layering analysis to determine loan amounts.
- Provide conditional and final approval for requested loan amounts.
- Communicate effectively to lender, buyer, realtors, and members of application team to resolve key outstanding issues.
- Order title work.
- Order federally required environmental review records.
- Complete IDIS Set Up forms.
- Prepare file for legal review and closing.
- Assist with closing process including preparation of deed of trust, notes, and supporting affidavits.
- Assist with preparation of closing packages including wire requests and obtaining required signatures.
- Communicate effectively with applicant regarding closing process.
- Assist with post-closing process including follow up with Title Company to ensure that deeds of trust and regulatory agreements are recorded.
- Package loan documents for servicing by DHCD.
- Compile and maintain applicant files per funder's record keeping requirements.
- Assist with program audits as needed.
- Staff marketing and outreach events as needed, including presentations and briefings to homebuyers, realtors, lenders, and homeowners.
- Work at all times under the supervision of Howard W. Ways, Executive Director of the Redevelopment Authority, or his designee.



Redevelopment Authority
of Prince George's County



Rushern L. Baker, III
County Executive

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Howard W. Ways, Executive Director
Monty Cooper, Esq. Chair, Board of Directors

Experience

The ideal candidates should possess three years experience gathering information, evaluating financial situations and making recommendations concerning applications for mortgage loan requests.

A bachelor's degree in a related field is recommended. If claiming mortgage underwriting experience, candidate must be licensed in Maryland.

Key skills include sound decision-making skills, math and critical thinking skills, the ability to use accounting, financial analysis, document management and content workflow software programs and the ability to work both independently and in a team oriented environment.

Bi-Lingual applicants are encouraged to apply.

Salary

Salary starts in the low \$50,000s.

For more information or to submit your resume for consideration, contact Precious Gardner at PJGardner@co.pg.md.us.