



Loan Processor (C20002 and C20003)

Recruitment #21-001736-0002

Department DHCD – CDA - Homeownership Programs

Filing Deadline 11/23/2021

Salary \$17.76- 22.83/hour

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area.

The main purpose of this position is to perform loan compliance review (pre-closing and post-closing) to ensure that any loan being purchased (in DHCD's portfolio, in an MBS structure etc.) meets the Federal, State and Program criteria governing loan origination and purchase. The position is managing the whole-loan repurchase requests, is preparing the Directives and Notifications needed to be issued by Single Family Housing at the instructions of the management (Director, Deputy Director, Operations Manager, Manager/Supervisor) and it is the Governor's correspondence, customer service and legislative liaison for Single Family Housing.

The position meets the Managing for Results (MFR) goals by performing the required duties to help low and moderate income Maryland residents purchase and retain their homes. Our objective is to increase the number of Maryland's low and moderate income home buyers who purchased their homes with DHCD assistance.

DHCD offers a flexible work schedule, telework and job sharing options, training, advancement and career path opportunities, casual business dress on Fridays, and a competitive salary. There is ample parking and our offices are located in walking distance to the New Carrollton MARC Train Station.

Candidates must have a high school diploma or GED and two years of experience processing and closing loans for secured mortgages or mortgage insurance. For more information and to apply online, please visit:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=21&R2=001736&R3=0002>