

Real Estate Specialist III – Job Description Summary

Maintains and applies knowledge of Home Equity and Mortgage Products. Complete understanding and knowledge of the real estate process according to policy and secondary market guidelines. Responsible for direction of loan activity at highest possible service level standards. Conducts interviews of borrowers requesting real estate secured loans, records information, obtains supporting documentation and verification of information in accordance with policy and secondary market guidelines. Approves loans within lending limits. Ability to close and fund Home Equity loans and ability to fund all real estate secured loans.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment