

**Reliant Community Credit Union  
Sodus, New York 14551**

**JOB DESCRIPTION**

<b>Position Title:</b>	Mortgage Clerk	<b>Department:</b>	Mortgage
<b>Reports To:</b>	Mortgage Compliance and Underwriting Manager	<b>Position Level:</b>	N/A
<b>FLSA Status:</b>	Non-exempt	<b>Date:</b>	11/2016
<b>Positions Supervised:</b>	N/A	<b>Location:</b>	Sodus

**Variable Hour Temporary Employee**

**General Summary:**

Under general supervision, but following established policies and procedures, the primary function is to provide clerical support for post-closing functions and compliance related tasks. This position will also provide clerical support for other functions within the Mortgage Department.

Understands and follows expectations of Reliant's corporate culture. Consistently demonstrates the attributes of accountability, respect, and teamwork. Provides quality service and strives to exceed service expectations. Acts in a professional, friendly manner at all times. Completes work timely and accurately.

**Principal Duties & Responsibilities**

*The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. \*Log and file final legal documents for closed first mortgage loan files. Inform the Mortgage Closing Coordinator of any deficiencies found.
2. \*Compile closed first mortgage loan documents in Reliant's and/or investors proper document order.
3. \*Place finalized closed loan files in Reliant required envelope for proper filing in secured loan vault.
4. Open and set up new first mortgage loan files. Print member profiles from core banking system and credit reports from mortgage originations system.
5. \*Copy quality control loan files for submission to Fannie Mae and TenA by another member of the department.
6. Print, sort, and log quality control reverifications.

*\* Identifies essential functions of this position.*

### **Required Knowledge & Abilities**

1. Ability to communicate effectively through both verbal and written communications in both individual and group settings.
2. Ability to perform intermediate level personal computer skills using Microsoft products (Word, Outlook, and Excel)
3. Ability to follow instructions.
4. Ability to work in an organized and orderly manner while meeting deadlines.
5. Ability to file documents with accepted record management skills.
6. Ability to perform basic match functions correctly.
7. Ability to recognize errors and make necessary corrections.

### **Required Training and Experience**

1. Entry level general business/administrative skills preferred.

### **Physical Requirements:**

1. Ability to use keyboard, monitor, telephone, and other standard office equipment.
2. Ability to communicate with others in person, via telephone, email and written communications.
3. Ability to decipher data contained in documents, reports, spreadsheets, etc. presented both on paper and electronically.
4. Ability to read fine print.
5. Ability to lift and move up to 20 lbs.
6. Ability to travel throughout a two story building including stair climbing and descent and/or elevator operation.
7. Ability to access document files/filing drawers above and below waist levels.