

## Residential Mortgage Originator



*Commissioned /Non-exempt*

**JOB TITLE: Mortgage Originator**

**REPORTS TO: SVP, Chief Lending Officer**

**DEPARTMENT: Residential Lending**

**Position Summary:** Under the direction of the SVP, Chief Lending Officer, originates residential mortgages and participates in business development activities to ensure attainment of Bank loan origination goals and achievement of other Bank objectives through sales or referral activities. Ensures loan quality meets underwriting standards and that loans are in compliance with Bank policies and procedures, regulatory requirements, and secondary market guidelines.

### **Responsibilities:**

- Originates residential mortgages and counsels prospective borrowers to ensure loans comply with regulatory requirements, Bank policies and procedures, and secondary market guidelines. Fosters and cultivates business relationships through business development and community outreach activities to generate mortgage business to meet sales goals and objectives.
- Deals effectively with all parties that may be involved in mortgage origination-related activities, including customers, realtors, PMI companies, attorneys, investors, etc.
- Explains, promotes, sells, and/or cross-sells Dime Bank products and services based on customers' needs and meets or exceeds defined individual sales, referrals, and service goals.
- Fosters strong relationships and effective communications with internal business partners and members of the processing/underwriting team to ensure a smooth loan process and to encourage referrals and goal attainment in assigned territories.
- Obtains necessary information and supporting documentation from applicant; performs the appropriate calculations using the DTI tools to ensure applicant qualifies for the intended mortgage product. Submits completed loan package to facilitate timely and accurate processing of the loan.

## **Residential Mortgage Originator**

- Prepares required disclosures or related documents in a timely manner and according to compliance regulations, and ensures that all fair lending requirements are met. Ensures loan pricing adheres to internal and investor guidelines.
- Plays a key role in facilitating the mortgage processing of the loan to achieve customer satisfaction and meet investor requirements. Effectively manages customer's expectations regarding the loan process and responds to and resolves customer issues. May participate in obtaining required documents from the applicant throughout the process.
- Keeps abreast of competition and has thorough knowledge of products and rates; provides feedback and input to SVP and management.
- Develops and maintains specialized knowledge of internal, regulatory, and secondary market guidelines. Strives to be a subject matter expert on Appendix Q. to Reg. Z and FNMA underwriting criteria.
- Actively participates in community activities and organizations, represents Dime Bank in a favorable and professional manner

### **Knowledge, Skills, Requirements:**

Requires a Bachelor's degree in a related field of study or parallel experience in banking and adherence to the bank's training policies and requirements. Strong knowledge of Federal, State, and internal Bank regulations and policy.

- Must maintain an active registration status with NMLS (Nationwide Mortgage Licensing System and Registry)
- Adhere to compliance of all applicable Federal and State bank regulations, as well as Dime Bank policies and procedures
- Proven sales ability and negotiation skills
- Excellent communication and time management skills, and a demonstrated ability to interact well with all levels of personnel
- Ability to prioritize, handle multiple tasks, and work independently
- Ability to stay current with all technological requirements of the job.

### **Physical Demands and Condition Requirements:**

- General office environment

### **Equipment Used:**

- General office equipment, i.e., calculator, photocopier, computer, smart phone, etc.

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.