

Los Angeles Police Federal Credit Union (LAPFCU) has an exceptional career opportunity available. LAPFCU was started in 1936 and is a continuing leader in the credit union industry. Currently our asset size is \$748 million and growing.

Job Title: Temporary Mortgage Loan Processor

Wage Classification: Non-Exempt

Status : Temporary Full-time

Location: Van Nuys

16150 Sherman Way Van Nuys, CA 91406

Department: Mortgage

Requisition: #2011-10

Job Code: CL/ Temp Mortgage Loan Processor

Mortgage Loan Processor

Experience & Qualifications

- Education: High school diploma, GED or equivalent required.
- Training and Experience: Minimum 2 years experience with the processing of real estate first mortgages (purchases & refinances) and second trust deeds (equity & HELOC), basic understanding of FNMA underwriting guidelines, experience with accepting loan applications, notary public preferred.
- Previous experience with loan document draw and funding desired.
- Working knowledge of Microsoft Excel and Microsoft Word, type 30 wpm, and ability to multi-task.
- Required License and/or Documentation: Notary Public License preferred

Position Purpose & Summary

The primary purpose of this position is to assist Los Angeles Police Federal Credit Union live out its mission, "to enhance the quality of life for the Los Angeles Police Department family by serving as a trusted partner providing rewarding financial solutions through exceptional service." To achieve this purpose this position must provide outstanding service to both internal and external members. A key part of this outstanding service is to identify the financial needs of each member and recommend an appropriate credit union solution. Responsible for delivering on the Credit Union's Service Promises and maintaining the Credit Union's Quality Service Standard.

Additionally, under general supervision, but in accordance with established policies and procedures. Coordinates the processing and closing of all real estate loans including, but not limited to, first mortgage purchases and refinances, second trust deed home equity loans and home equity lines of credit, and loans on unimproved property.

Demonstrates and maintains an up-to-date knowledge of and ensures on-going compliance with applicable regulatory requirements, such as BSA, OFAC, CIP, and internal policies and procedures.

Be an active/supportive participant in all service training. Utilize tools as they are made available.

Nothing in this job advertisement restricts the right of LAPFCU to assign or reassign duties and responsibilities to this position at any time.

Please apply to:

Los Angeles Police Federal Credit Union
Human Resources Department
Job Code: CL/Temp Mortgage Loan Processor
16150 Sherman Way
Van Nuys, CA 91406
E-mail: jobs@lapfcu.org
Fax 818/782-9356

Resumes without salary requirements will not be reviewed.
To learn more about the Los Angeles Police Federal Credit Union, please visit our website at <http://www.lapfcu.org/>

No phone calls, please. LAPFCU is an Equal Opportunity Employer.