The Minnesota Chippewa Tribe

Job Announcement

Title: Loan Officer/Homebuyer Educator
Status: Regular full-time (40 hours per week)
Location: Cass Lake, MN
Pay: $20.55/hour base; full fringe benefits
Deadline: Open Until Filled

PRIMARY FUNCTION

The Loan Officer is responsible for intake of initial home loan applications and the processing of such. Loan Officer will be trained on counseling clients in loan types and various programs available to them. Will need to become certified as a loan underwriter in the future.

Homebuyer Educator portion responsibilities will consist of becoming certified as an educator and coordinate and set up homebuyer education classes specific to the Finance Corporation Processes. Will also be responsible for other education services to agencies, MCT bands, and tribal members on our home loan process, including website and social media advertising.

DUTIES AND RESPONSIBILITIES

1. Meet with, whether in person or on-line or phone, prospective clients and go over the process of obtaining a home loan mortgage from us.
2. Enter data in the underwriting software and prepare verifications necessary to complete the file.
3. Be authorized to run credit reports and evaluate and read the reports.
4. Be knowledgeable in how to correct credit issues and how to payoff collections or other credit issues.
5. Calculate the maximum allowable loan based on income and debt ratios.
6. Prepare credit memo for presentation to Loan Committee for approval of file.
7. Counsel approved loan applicants on home selection criteria and new construction guidelines.
8. Be able to read and understand a purchase agreement for a home.
9. Knowledge of the Loan Servicing duties and posses the ability to perform the functions when necessary.
10. Work closely with the Finance Administrator in preparing the loan files for loan closings.
11. Order property inspection from Construction Specialist II as needed.
12. Order appraisals as needed.
13. Order title insurance commitments as needed.
14. Coordinate and conduct homebuyer education classes for clients
15. Provide progress reports to the Finance Director of completed activities and events currently under way.
16. Other duties as assigned by supervisor.
KNOWLEDGE AND EXPERIENCE

1. Knowledge, education, and/or experience in loan functions and processes.
2. Ability to hold client confidentiality of all phases of the loan process.
3. Ability to relate to all types of people in a friendly, positive, and professional manner.
4. Interviewing, counseling, and negotiating skills, to effectively communicate with clients, Tribal Government leadership and staff, homeowners, contractors, appraiser, vendors, and other business professionals.
5. Must have good computer skills and ability to use communication software such as email, word, excel, power point, underwriting software, and website skills.
6. Good organizational skills.
7. Knowledge and understanding of the Truth in Lending Laws.
8. Must have a valid driver’s license, current auto insurance, and the use of a privately owned vehicle for business purpose.

SUPERVISORY RESPONSIBILITIES

The Loan Officer/Homebuyer Educator position does not have any supervisory responsibilities.

PERSONAL CONTACTS

Contacts are made with all levels of professional and support staff within the Minnesota Chippewa Tribe and its six member reservations. Contacts are also made with Tribal officials, Finance staff, construction contractors, real estate professionals and appraisers, loan applicants, homeowners, vendors, and other tribal members.

WORK ENVIRONMENT

The responsibilities of this position are performed in an office setting at the Minnesota Chippewa Tribal Finance Corporation Office in Cass Lake, Minnesota and at various training and meeting venues.

PHYSICAL REQUIREMENTS

The work requires sitting at a desk, walking, and driving an automobile, sometimes several hundred miles within the State of Minnesota. Also required are good vision, hearing and speaking abilities. Work may require lifting weights up to 50 pounds, bending, and climbing in order to fulfill work duties.

TRAVEL REQUIREMENTS

Occasional travel may be required to perform the responsibilities of this position.