

POSITION DESCRIPTION

Functional Title: Consumer Loan Underwriter- Jumbo Mortgages

Effective: July 22, 2013

Officer Title: VP

Reports to: SVP Consumer & Small Business Credit Department

Direct Reports to this Position: N/A

Exemption Status Based on FLSA: Exempt (X) Non-Exempt ()

Summary of Job Responsibilities:

Maintains awareness, understanding, and compliance with Guaranty Bank and Trust's "Code of Business Conduct and Ethics", internal policies and procedures, and laws and regulations that are appropriate for his/her position.

This position is primarily responsible for the mortgage credit risk associated with underwriting residential mortgage loans, specifically Jumbo mortgages. In addition, this position is responsible for all other general aspects of processing and underwriting consumer and small business loan submissions; maintains in-depth knowledge of the bank's relevant software systems; assists non-department personnel with loan application processing.

Essential Duties:

Employees are held accountable for all duties of the job.

- 1) Demonstrates core values and guiding principles as outlined in the Bank's identity statement.
- 2) Ensures that all activities and work functions comply with compliance requirements as defined in company policies and procedures and state/federal laws and regulations.
- 3) Underwrites loan submissions in accordance with Bank Loan Policy.
- Makes loan decisions within or recommends loan decisions outside of current Loan Authority.
- 5) Assists staff in answering questions related to the bank's relevant software functionality.
- 6) Functions as an expert for mortgage lending questions within the organization.
- 7) Assists in training of staff in related systems and consumer and small business credit lending policies and procedures.
- 8) Assists in training of junior underwriting staff.
- 9) Demonstrates thorough understanding of all Consumer and Small Business Credit Department Procedures, Products and Guidelines.
- 10) Demonstrates thorough understanding of all applicable regulations (Reg Z, Reg B, CRA, etc) followed by the Bank.
- 11) Completes annual financial review on assigned loans (as directed).
- 12) Works past dues assigned to the officer code.

Non-Essential Duties:

- 1) Performs other duties as assigned.
- 2) Assists Customer Service calls on Consumer Loan issues

- 3) Assists Department Manager with Consumer Bankruptcy Notices.
- 4) Assists Department Manager with Consumer Subordination request
- 5) Assists Department Manager with all departmental reports.

Required Qualifications [Knowledge (Education), Skills and Abilities (KSAs)]:

- Minimum 7-10+ years experience specific to underwriting real estate, personal and business loans to specifically include jumbo mortgages or 15+ years of related work experience.
- Demonstrated thorough knowledge of mortgage underwriting procedures, polices, guidelines and regulations.
- Demonstrated thorough knowledge of credit, income and asset analysis and property review and valuation.
- Demonstrated ability to apply sound credit risk principles and practices in making mortgage loan decisions in a timely and decisive manner.
- Minimum 1 year prior experience processing loan files.
- Good customer service skills.
- Proven knowledge of compliance regulations such as RegZ, RegB, HMDA and CRA.

Preferred Qualifications:

- Bachelor's Degree
- Prior experience in wholesale lending.

Types of Decisions: Day to day decisions will be made regarding the major duties and responsibilities of the position.

Consequences of Errors: Unlimited dollar loss, risk of lawsuit, and/or risk of governmental fines if documentation is inaccurate.

Contact with Others: Unlimited contact with customers and employees both in person and on the telephone. Must display quality of service showing courtesy, tact, and discretion at all times. Maintains a positive demeanor and displays excellence in service, keeping the banks image in mind at all times.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 25 lbs
- Ability to sit for 6 7 hours at a time
- Ability to operate standard PC equipment
- Ability to operate standard phone equipment
- Ability to handle stress associated with frequent deadline and tight schedules

The above statements are intended to describe the general nature and level of work being performed. This job description should not be construed to imply that these requirements (job responsibilities and KSAs) are the exclusive standards of the position. Incumbents may be required to follow other instructions, and to perform other duties, and obtain other KSAs that may be required of the position.