

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Loan Officer 3	CLASS CODE: 0167
DEPARTMENT:	Community Development	FLSA: N
REPORTS TO:	Management Analyst	DATE: 10/20/2003

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**Job Summary:**

Develops multi-family and commercial loan programs and maintains files regarding these programs. Responsibilities include financial analysis and underwriting for businesses, non-profits housing providers, families and individuals within the City of Salem or Salem-Keizer Consortium. May perform or assist with functions defined at Loan Officer 2 and Loan Officer 1 levels. Program responsibilities include program marketing, verification of client eligibility, loan development, processing of the loan documents and pay requests, and ensuring that individual files meet all federal requirements including accurate account balances.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Answers inquiries from clients concerning various loan programs and the application process.
2. Schedules interviews with clients and mails application and information materials to prospective clients.
3. Reviews loan application forms for completeness, income documentation or financial background, title reports, credit reports, property appraisals and other documents required for the particular program.
4. Determines applicant's eligibility, prepares loan documents, and participates in pre-construction conferences.
5. Explains terms and conditions of loan, disburses charges from escrow accounts for contractor payments, title companies, etc.
6. Prepares assumption, subordination, partial releases and modified loan package documents as needed. Arranges for inspections for progress payments.
7. Develop and implement marketing strategies and community contacts to support program success.
8. Develops and maintains support linkages within Community Development staff and City staff as appropriate.
9. Arranges bid openings, pre-construction meetings, and follows up to ensure completion of appropriate forms. Prepares pre-rehabilitation reports, requests for draw-downs of funds, project completion reports and loan closeouts.

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as needed.
2. Performs other duties as required.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Publication software, calculator and/or calculation software
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

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**CLASS SPECIFICATION**

**Education and Experience:**

Experience with commercial or real estate loan procedures and marketing, such as used in banks, savings and loan associations, credit unions, title companies, and finance companies; previous experience in financial advising; two to four years of successfully completed business administration college education with emphasis in finance or accounting; or any equivalent education and experience that provides the knowledge and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Valid State of Oregon Class C License.

**KNOWLEDGE AND ABILITIES:**

**Considerable knowledge of:**

- Mortgage lending transactions and government accounting standards.
- Legal documents associated with the real estate and property management industries.
- Property management and encumbrance methods, functions, and responsibilities.

**Knowledge of:**

- Loan marketing methods and resources.
- Regulations promulgated by federal and other agencies impacting delivery of rehabilitation loan services.
- County tax office procedures.
- Title company processes.
- Contemporary office practices and procedures and basic office software products. .
- Fiscal and accounting program management.

**Considerable ability to:**

- Explain and gain support for loan program development.
- Manage multiple priorities and review technical documents for accuracy.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Effectively review trust deeds, notes, title searches, and other property documents to determine impact on all interested parties.
- Communicate effectively verbally and in writing to a wide range of individuals.

**Ability to:**

- Speak and present effectively in front of large groups.
- Work independently, analyzes information and makes appropriate decisions.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, read, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb stairs and occasionally work outdoors.
- Lift up to 20 pounds.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.