

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

CLASS. TITLE:	Loan Officer 1	CLASS CODE: 0170
DEPARTMENT:	Community Development	FLSA: N
REPORTS TO:	Grants and Loan Supervisor	DATE: 10/20/2003

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**Job Summary:**

Develops loans and maintains files on sewer loan and grant programs. Under close supervision, may assist with functions defined at Loan Officer 2 and 3 levels. Program responsibilities include verification of client eligibility, loan development, processing of the loan documents and pay requests, and ensuring that individual files meet Urban Development documentation standards.

**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 pay requests, partial releases, and loan modifications as needed based upon completed work approved by the rehabilitation technician or specialist.
7. Maintains communication with rehabilitation staff on status of individual files.

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as needed.
2. Coordinate or may directly prepare correspondence to homeowner groups regarding participation in sewer programs.
3. Process and collects permits of entry from homeowners in various basins.
4. Prepares loan modifications related to change orders on individual sewer projects that have been approved by the Project Coordinator.
5. Serves as division receptionist during absence of dedicated staff.
6. Performs other duties as required.

**MATERIAL AND EQUIPMENT USED:**

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

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Experience with real estate loan procedures, such as used in banks, savings and loan associations, credit unions, title companies, and finance companies; previous

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experience in financial advising; one year 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:**

- County tax office procedures.
- Title company processes.
- Contemporary office practices and procedures and basic office software products. .
- Government accounting standards.

**Considerable ability to:**

- 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.

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.