



## JOB POSTING NOTICE

*All applications will be reviewed and selected for posted positions  
without regard to race, color, religion, national origin, sex, age, marital status, or disability.*

**Posting Date: August 27, 2009**

Job Posting #	Location	Position/Status/Grade	
08-148B	Redmond, OR	Real Estate Loan Officer	
08-148C	Portland, OR	Commission Basis/Exempt	
08-148D	Grants Pass, OR		
08-148E	Eugene, OR		
08-148G	Roseville, CA		
08-148H	Folsom, CA		
08-148I	Elk Grove, CA		
08-148J	Redding, CA		

**\*\*\*Revised 8/27/09\*\*\***

**Summary:**

*Responsible for the origination and sale of residential loans to investors in the secondary market. Provides excellent customer service. Participates in business development and sales activities.*

**Relationships:**

*Reports to: Department Manager*

*Contacts: Loan Support Staff, Other Loan Officers and Bank Personnel*

**Duties and Responsibilities:**

- *Interviews customers applying for residential mortgage loans. Analyzes the customer's financial position to determine if it meets minimum loan criteria established by secondary market*
- *Actively solicits loans; negotiates rates and terms on all loan transactions*
- *Provides prompt, efficient and accurate service*
- *Participates in community and professional organizations*
- *Represents the Department and Bank in a courteous, friendly and professional manner*
- *Other duties as assigned*
- *Maintain a current knowledge of and process work in accordance with Bank policies and procedures*
- *Specifically adhere to the Bank's CIP, BSA and related security procedures*
- *Complete required Compliance training within established time frames*
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**Position Qualifications:**

- *1 or more years related experience in real estate lending*
- *Thorough understanding of FNMA/FHLMC underwriting and processing guidelines*
- *Excellent customer service skills*
- *Excellent oral/written communication skills*
- *Ability to function in a team environment, be enthusiastic, a team player.*
- *Excellent organizational skills, detail orientation and ability to work independently*
- *Ability to work quickly, manage multiple priorities and meet deadlines*