

**Title:** Assistant Final Document Officer

**Job Type:** Non-Exempt  Exempt

**Division:** Homeownership

**Job Grade:** 4

**Reports to:** Final Documents Manager

### **Job Purpose:**

Review the Final Documents submitted by PHFA Participating Lenders in accordance with the applicable contractual requirements as outlined in program guides and checklists.

### **Duties and Responsibilities:**

- Employee will be required to work at the physical location of the Harrisburg, PA office during scheduled business hours.
- Utilize the electronic document submission system to complete the review of Mortgage Notes and unrecorded Final Documents.
- Complete the second review (phase 2) of Final Documents which includes reviewing Mortgage Insurance Certificates, recorded Mortgages and Assignments and Endorsements to the Title Policy.
- Understand the work flow recording processes in various county recorder of deeds in order to review the documents for acceptability and recognize when documents need to be corrected.
- Recognize the difference in the required documentation for Mortgage Revenue Bond, FNMA and Government Loans that are intended to be securitized in Pools.
- Sort and process the incoming mail and filing daily.
- Generate Labels for the Final Document files.
- Update final document data in the originations system.
- Generate letters to the Lenders to request government insuring/guarantee certificates.
- Prioritize jobs to maintain the final document workflow and meet deadlines.
- Scan Final Document and miscellaneous documents as needed.
- Assist the Final Document Manager with miscellaneous tasks.

### **Education and/ or Work Experience**

#### **Requirements:**

- Business school education or two years of working experience in a mortgage lending environment.
- Ability to communicate effectively and professionally in verbal and written forms.
- Detail oriented with the ability to recognize inconsistencies.
- Dependable with a proven attendance record.
- Ability to meet deadlines and work under pressure in periods of heavy volume in a professional, business-like manner.

- Good organizational skills with the ability to multi-task.
- Exhibit good interpersonal skills.
- Fluency in PC skills including data entry, Microsoft Word, and Access.

#### **Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 25lbs.
- Must be able to talk, listen and speak clearly on the phone.

#### **Working Conditions:**

- Regular business office hours. Job will be full time in the Harrisburg headquarters office. Noise level in the work environment is usually quiet to moderate.