Title: Final Document Officer I

Division: Homeownership Programs

Location: Harrisburg

Reports to: Final Document Manager

Salary Range:

Job Type: Non-Exempt ☐ Exempt ☐

Job Grade: 5

Job Purpose
Review the mortgage final documents submitted by PHFA Participating Lenders in accordance with the applicable contractual requirements as outlined in program guidelines.

Essential Functions
1. Complete review of final documents (mortgage note, mortgage, assignment, title policies and deeds) submitted by participating Lenders. Ensure all documents are accurate and valid.

2. Recognize the difference in the required documentation for Mortgage Revenue Bond, FNMA and Government Loans that are intended to be securitized in Pools.

3. Update final document data in the originations system.

4. Generate letters to the lenders advising them of outstanding issues on final document submissions. Review and clear the outstanding conditions when the appropriate documentation is received.

5. Contact housing professionals and respond to inquiries concerning issues on final documents in an efficient and professional manner.

6. Prep, scan and prepare documents for weekly Trustee shipment. Process and distribute the incoming Trustee documents received.

7. Monitor GNMA loan activity to ensure conditions are cleared to obtain final certification in GNMA Pools.

8. Assist in processing the incoming mail, filing and generating final document Labels as needed.

9. Assist the Final Document Manager with miscellaneous tasks as needed.

Job Requirements

- An Associate Degree in Business or a minimum of two years’ experience in a mortgage lending environment in a loan processing, underwriting, closing or post-closing capacity.

- Excellent written and verbal communication.
• Detail oriented with the ability to recognize inconsistencies.
• Must have excellent attendance history.
• Must be a team player.
• Ability to work under pressure, multi-task and prioritize assignments to meet deadlines.
• Computer proficiency is required in Microsoft products including Word, Excel and Outlook.
• 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 list and carry up to 25lbs.
• Must be able to talk, listen and speak clearly on the phone.

**Travel**

- None  ☒ Light  ☐ Frequent  ☐ Other: