

Homeownership Underwriter

To be considered for this position, applicants must:

E-mail a cover letter and resume to Lee McClendon at LMcClendon@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to **Job ID 60465** via the state's job bank at www.in.gov/spd . To apply, click on:

- Employment Opportunities
- Search Employment Opportunities
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until **October 21, 2016**.

Please see next page for job description.

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

Title	Homeownership Underwriter	Non Exempt
Department	Homeownership	
Reports to	Homeownership Manager	Date last revised: Sept 2016
Supervises		
Summary	The Homeownership Underwriter contributes to fulfilling IHCDA's mission and strategic goals by reviewing all incoming documentation objectively, accurately and providing internal and external parties support. The underwriter is required to meet deadlines on a daily basis while maintaining a high degree of accuracy.	
Evaluation of performance	<ul style="list-style-type: none"> • Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description; • Meeting all personal SMART goals agreed upon for each calendar year • Meeting all project deadlines, and other quality indicators; • Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCDA and its associated governing entities; and • Interacting positively with external partners by demonstrating quality customer service and proactive communication. 	
Key outcomes expected	<ul style="list-style-type: none"> • Underwrite application and closing package submission for tax compliance • Provide updates to lenders as required as to the status of their loans • Process file opinions for lenders on problematic situations as needed • Process incoming correspondence from lenders pertaining to deficiencies related to submissions • Provide quick and prompt customer service for all customers on a daily basis • Provide backup underwriting as needed • Provide back up support for other positions in department as needed • Provide training to lenders when needed and assistance to help ensure that lenders submit packages that conform with IHCDA's requirements • Be an active participant in Continuous Improvement • Provide front desk relief and backup when required • Other duties as assigned 	

Knowledge, Skills and Abilities (KSA)	<p>Excellent communication and leadership skills are mandatory. Able to effectively communicate with a variety of individuals of diverse backgrounds, education, and economic levels.</p> <p>Demonstrates customer service orientation.</p> <p>Able to work well in a team environment.</p> <p>Ability to complete responsibilities without direct supervision.</p> <p>Proficient in basic computer skills, including Microsoft Word, Excel, Outlook, Power Point, Internet usage, etc.</p> <p>Ability to work collaboratively across departmental functions.</p> <p>Ability to organize and prioritize workload focusing on giving attention to detail.</p> <p>Has experience in: Strategic Planning, Quality Management, Dealing with Complexity, Managing Processes, and Decision Making.</p>
Education, experience, degrees, licenses, etc.	<p>Undergraduate Degree a plus</p> <p>At least 5 years of progressive work experience</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Knowledgeable</p>

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.