

Minimum Qualification Specifications
for the Class:

MORTGAGE LOAN SPECIALIST

Basic Education/Experience Requirements

Graduation from an accredited college or university with a bachelor's degree which included a course (3 semester credits) in accounting, finance or business economics.

Excess work experience as described below in the Experience Requirement section or any other progressively responsible administrative, professional, or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired after completion of course and degree work as described above may be substituted for education on a year-for-year basis.

The education or experience background must demonstrate possession of the knowledge and abilities described in reference to the field(s) of study listed above including the ability to read financial statements and the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform analyses and solve complex problems logically and systematically.

Experience Requirement

One and one-half (1-1/2) years of progressively responsible professional experience which demonstrated the possession of knowledge and abilities required to analyze the credit position of individuals or businesses; evaluate the assets or collateral offered for security for loans considering earned and potential income; assess the desire and willingness of the individual or business to repay based on credit history and other relevant factors and to provide advice and guidance to borrowers as to sound financial practices and wise use of credit. Examples of qualifying experience include (but are not limited to) reviewing and passing on applications for personal or commercial loans in the capacity of lender, guarantor or agent for the lender or guarantor; servicing a commercial or mortgage loan portfolio of a bank, savings and loan association or governmental agency; performing financial analysis of commercial concerns or individuals for investment purposes.

Non-Qualifying Experience

Credit investigation which was limited to the collection of information without an assessment and analysis of the financial conditions and reputation of individuals or businesses and/or investment planning and recommendations which did not take into consideration an overall appraisal of the individual's or firm's financial condition are not qualifying for the experience requirement. Clerical experience, although it may have been performed in a loan program or in support of professional loan specialists concerned primarily with obtaining information regarding an applicant's financial background, verification of same and which may have included making recommendations for the approval or disapproval of loans based on obvious requirements without the performance of in-depth analyses of the applicant's financial position and background are not qualifying.

Substitutions Allowed

1. Satisfactory completion of all academic requirements for a master's degree from an accredited university with specialization in economics, finance, accounting, banking and credit, business administration or business law may be substituted for one (1) year of the required Experience.
2. Satisfactory completion of all academic requirements for a Ph.D. degree from an accredited university with specialization in one of the fields mentioned in item 1, above, may be substituted for all of the required Experience.
3. Possession of a degree in law from an accredited school of law may be substituted for one (1) year of the required Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class MORTGAGE LOAN SPECIALIST, which was approved on March 4, 1981.

DATE APPROVED: July 20, 2023

Raynell Ghee
for BRENNNA H. HASHIMOTO, Director
Department of Human Resources Development

Note: Class code changed from 2.486 to 2.517