



CITY STATE BANK

**WE'RE  
HIRING**



## Mortgage Documentation Specialist

CLIVE LOCATION

### DESCRIPTION OF POSITION FUNCTION:

1. Responsible for producing and delivering disclosures and re-disclosures to prospective and current customers in a timely manner within regulatory guidelines.
2. Generates initial disclosures as well as closing disclosures and documents for mortgage loan transactions including, but not limited to, Fixed Rate, ARM, Construction/Permanent financing, VA and Conventional.
3. Review files prior to closing to confirm compliance.

### JOB SKILLS AND QUALIFICATIONS REQUIRED:

- Must have 2+ years of recent mortgage disclosure and document experience.
- Familiarity with loan estimates, closing disclosures and all loan closing documents.
- Strong detail and analytical skills with mortgage regulatory knowledge for disclosures sent to customers.
- Confident, friendly and reassuring in a team-oriented environment.
- Experience with Calyx Point or Path a plus.

TO APPLY



Stop in to pick up an application at any of our bank locations.



Email completed application to Patty Olson at [polson@citystatebank.com](mailto:polson@citystatebank.com)



For questions, call Steve Greig at 515-981-1381.