

REAL ESTATE FINANCE SPECIALIST I/II

Class Definition

Under supervision, performs specialized work processing real estate loan packages for rehabilitation and development projects.

Distinguishing Characteristics

Positions in these classes are flexibly staffed. Real Estate Finance Specialist I incumbents are expected to progress with appropriate training, experience, and satisfactory performance to Real Estate Finance Specialist II. These classes differ from Senior Real Estate Finance Specialist in that the latter class is the advanced working/lead level class.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Interviews and assists applicants in completing forms for housing and commercial building rehabilitation and development loans; disseminates program information; may make oral presentations to individuals or groups.

Reviews applications and gathers documentation to verify applicant eligibility for loan programs; investigates conflicting information.

Evaluates applicant's ability to repay; determines which loan programs and funding sources are best suited to individual cases.

Packages information with recommendations for supervisory review and submission to loan committee for disposition.

Prepares forms and documents for settlement of approved loans; obtains signatures, performs computations, issues instructions to title companies, loan servicing organization, and fiscal agents; processes miscellaneous changes during life of loan.

Counsels delinquent borrowers and mediates disputes with loan collection agents.

Obtains and evaluates property appraisals and title reports.

Performs related duties as required.

Knowledge, Abilities, and Skills

(By the end of the probationary period, incumbents must demonstrate adequate knowledge, abilities, and skills to perform all tasks at the journey level.)

Knowledge of real estate loan practices and procedures for processing residential and commercial property loans.

Ability to evaluate personal and financial data of applicants.

Ability to determine potential feasibility of complex real estate financing projects.

Ability to assemble documents and forms into loan packages.

Ability to prepare clear, concise, and comprehensive written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Real Estate Finance Specialist I: Twenty-four semester units of accredited college or university course work in Real Estate or Finance, or related field; and two years of journey level clerical experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions, or related fields. Additional qualifying experience may be substituted for the required education on the basis of twelve semester units equals one year of experience.

Real Estate Finance Specialist II: One year of experience as a Real Estate Finance Specialist I with the City of Fresno; **OR**, Twenty-four semester units of accredited college or university course work in Real Estate or Finance, or related field; and two years of experience directly related to loan processing, property rehabilitation, escrow procedures, financial accounting, real estate transactions, or related fields. Additional qualifying experience may be substituted for the required education on the basis of twelve semester units equals one year of experience.

Special Requirements

Possession of a valid California Driver's License may be required at time of appointment.

Bilingual abilities, as may be required to meet community needs.

APPROVED: _____
Director of Administrative Services

DATE: _____