

**CONNECTICUT HOUSING FINANCE AUTHORITY  
LOAN SPECIALIST 2**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 999 West Street Rocky Hill, CT 06067  
**Hours:** 7.50 hour days, 37.50 workweek  
**Closing Date:** January 29, 2016

The Connecticut Housing Finance Authority is inviting applications for a full-time Loan Specialist 2 position. The Loan Specialist 2 will be responsible for supporting the recovery of funds to CHFA on foreclosed properties and maintaining accurate data in the default servicing and REO systems for the delinquent CHFA single family loans from servicers' submitted reports.

**Examples of Duties:** Preparation and review of deeds for conveyance from CHFA to HUD for HUD insured properties. Initial file preparation work for loan modification review. Contact and follow-up with outside vendors pertaining to paying utility and other foreclosure and REO expense related items Monthly preparation and review of various tracking reports to prepare communications to servicers regarding outstanding receipts and other items related to a delinquent and/or foreclosed loan. Review reporting of foreclosure notification and reporting of 90-day delinquency of foreclosed properties. Research current default servicing contacts for the delinquency and foreclosure group for all servicers. Review and analysis of servicer expense reimbursement requests for various types of insured foreclosed loans. Scanning and other filing as well as quality control duties. Maintain an accurate and up-to-date list in common directory for department use as well as various administrative duties for the department.

**Minimum Qualifications:** Minimum Associates degree and/or two years' related work experience.

**Knowledge and Skills:** Must have knowledge of the mortgage industry, foreclosures and loan servicing. Requires attention to detail, excellent written and verbal communications, the ability to create and manage databases and organizational and analytical skills. Must have knowledge of Microsoft Excel™ and Word™.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and salary requirements to:

**CONNECTICUT HOUSING FINANCE AUTHORITY, HUMAN RESOURCES DEPARTMENT  
VIA [WWW.CHFA.ORG](http://WWW.CHFA.ORG) UNDER CAREER OPPORTUNITIES**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.