

TEST PLAN

Loan Specialist 1- 1001

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or Agency may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" - or those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

Minimum Qualifications

Three years experience in either:

- Preparing or analyzing residential, commercial, or public sector loan applications using cash flow, financial statements, historical and annual operation analyses; including collections and foreclosure procedures; or
- Processing real estate transactions including qualifying, evaluating and extending credit to borrowers, and property inspections; or
- Marketing, analyzing, servicing, or underwriting residential, commercial, or public sector loans; or
- Economic or community development.

A Bachelor's degree in Business Administration, Economic, Finance, Accounting, or related field may substitute for the experience. An Associate's degree in Real Estate, Finance, Business Administration or a related field may substitute for 18 months of the experience.