

# NEW CASTLE COUNTY GOVERNMENT

Number 1448

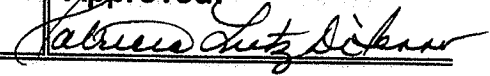
Page 1 of 2

Date 05/01/01

## CLASS SPECIFICATION

Title: HOUSING FINANCIAL ADVISOR

Approved:



**GENERAL STATEMENT OF DUTIES:** Provides financial advice and assistance to property owners for the purpose of financing property rehabilitation in urban renewal areas; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting individuals to secure financing to rehabilitate properties. This employee negotiates with property owners, attorneys and contractors to secure financing, discusses financial obligations, and assists property owners to pay necessary costs, analyzes applications, and secures mortgages. A background in real estate financing and credit management is desirable. This employee works under administrative direction.

**EXAMPLES OF WORK:** (Illustrative only)

- Negotiates with property owners, attorneys, real estate investors, home improvement contractors and savings and loan associations for the purpose of securing necessary financing;
- Discusses financial obligations with property owners and assists in determining ability of owners to pay necessary costs;
- Assists owners to obtain sound value for money expended;
- Assists owners to pay necessary costs;
- Secures mortgages under various government programs or from private lending institutions;
- Analyzes housing applications, loan applications and supporting documents;
- Compiles data to assist appraisers in their evaluation of property;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of real estate and real estate financing; good knowledge of equity financing; some knowledge of land installation contracts and mortgage credit analysis; ability to prepare reports and financial statements; ability to communicate effectively, both verbally and in writing; ability to pass a Class III County physical examination.

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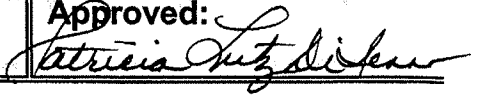
## CLASS SPECIFICATION

Page 2 of 2

Date 05/01/01

Title: HOUSING FINANCIAL ADVISOR

Approved:



**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years experience in real estate financing or closely related field and possession of a Bachelor's Degree from an accredited college or university with a major course work in business administration, public administration, economics or accounting; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**HISTORY OF REVISIONS:**

Established: 04/30/76  
Revised: 05/01/89  
Revised: 04/01/94  
Revised: 07/01/97  
Revised: 05/01/01