

Loan Processing Clerk

Full time position

Monday – Friday 8:30 a.m. – 5:00 p.m.

Alternating Fridays until 6:00 p.m.

Main Branch

General Summary

This position supports the efforts of the Sales division in the production of supporting loan documentation. It requires an individual with the ability to concentrate under often time critical deadlines. The ability to handle multiple tasks with minimal supervision is essential. Utilizing the approved software and in accordance with established policies and procedures, this position creates all necessary documentation and agreements to facilitate all types of bank loans. Satisfactory characteristics for this job include, but are not limited to, quantity and quality of work, judgment, attitude, punctuality, dependability and courteousness.

Summary of Job Requirements

- Two years bank experience is preferred, 6 months bank experience required.
- A high school diploma or GED is required.
- Strong personal computer skills required.
- Strong verbal and written communication skills are required.
- Must be proficient with FISERV, Microsoft Word and Excel.

Summary of Job Duties

- Prepares all loan documents for Consumer, Commercial, Construction, and Real Estate Loans, utilizing various software applications including but not limited to Credit Core and Laser Pro.
- Prepares all early disclosures for Residential Real Estate Loans
- Perfects the bank's security interest in assigned collateral to include lien entry and UCC-1 filings, mortgages, etc.
- Balancing and monitoring accounts for GAP and Extended Warranty
- Continually reviews processed loan documents for errors.
- Closes loans with customers as assigned.
- Has the responsibility to clear all new loan documentation exceptions.
- Prepares all documents for balancing new loans
- Other duties as assigned by supervisor.