

## **JOB DESCRIPTION**

**JOB TITLE:**           **LOAN PROCESSOR**  
**SCHEDULE:**           Monday – Friday, 8:00 a.m. – 5:00 p.m.

### **GENERAL SUMMARY**

Assists lenders in obtaining required information and documentation pertaining to commercial, installment, and mortgage loans. Completes necessary checklists and forms required prior to processing and obtains customer signatures and disperses loan proceeds.

### **DUTIES**

- Loads loan information into software.
- Mails out early disclosures on consumer and commercial real estate loans.
- Receives instructions from loan officer for type, amount, term, rate, schedule of payments, and collateral.
- Assists lender in pulling credit reports, ordering title work, appraisals, flood certifications, title insurance, and any other documentation required to present loan for processing.
- Processes draws on master notes with Lender's authorization.
- Files Financing Statements (UCC's) on-line with Secretary of State's Office to perfect lien on collateral.
- Monitors loans where insurance is required to ensure continuity of coverage through customer/agent, advising Lenders of status.
- Performs notary public services.

### **EXPERIENCE/EDUCATION**

Working knowledge of loan policies, guidelines, and procedures, loan documentation, compliance and lien perfection requirements.

High school diploma or equivalent with 3 or more years of legal, banking, loan or credit-related experience is preferred. Minimum of 1 year of loan processing experience is required.

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