



## **JOB DESCRIPTION**

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

### **GENERAL SUMMARY**

Is responsible for assisting lenders in obtaining required information and documentation pertaining to commercial, installment, and mortgage loans. Completes necessary checklists and forms required prior to processing. Also, is responsible for obtaining customer signatures and dispersing loan proceeds.

### **ESSENTIAL JOB FUNCTIONS**

- Loads loan information into LaserPro.
- Mails out early disclosures on consumer and commercial real estate loans.
- Determines form requirements and prints forms on-site or remotely to the branches.
- 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.
- Obtains all necessary customer signatures.
- Funds loans by issuing check or depositing to customer's account.
- Prepares accounting hand key sheets to record loan.
- Prepares support documentation for all loans.
- 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.
- Prepares letters and memos as directed by Lender. Corrects, edits, rephrases, and provides punctuation as necessary to ensure that result is correct in every detail.
- Follows up on collateral and financial tracking items as needed.
- Performs notary public services.
- Assists Lenders in procurement of missing forms, insurance coverage, and financial statements.
- Monitors loans where financial and tax information is required.
- Prepares adverse actions when Lender has denied credit to a loan applicant
- Practices diligence in maintaining compliance with banking regulations.
- Performs functions necessary to establish and maintain a program of full cross-training within the department.
- Regular and reliable attendance.
- Other duties as assigned by supervisory personnel.

**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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