

COMMERCIAL LOAN PROCESSOR

SUMMARY

The position of Loan Processor is responsible for performing routine and intermediate duties related to business and consumer loan applications, processes consumer, commercial and real estate loan payments and advances on lines of credit, runs credit reports on current or prospective borrowers as necessary for all related interests, and schedules appraisals with the appropriate individuals determined by the property type. This position works closely with title companies, representatives and others to ensure proper closings. This position is responsible for post loan review to ensure information is complete, follows up to obtain missing data, etc. This employee may assist with daily insurance and monthly reports. This employee is required to be fully knowledgeable and skilled in all areas of servicing loans, providing provide leadership, training and support to less experienced loan servicing specialists and other staff members. This position also promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. This employee must maintain compliance within audit, internal controls, security, BSA, and CTR standards.

ESSENTIAL DUTIES

1. Records and establishes files for new applications and loans, as needed.
2. Runs credit reports on current or prospective borrowers as necessary for all related interests.
3. Schedules appraisals with the appropriate appraisal individuals determined by the property type.
4. Sets up and maintains credit and other files for documentation and compliance, vehicle title work and UCC filings.
5. Works with insurance policies and related reports; contacts agents; works closely with loan officers and customers to ensure proper insurance is received and maintained.
6. Monitors collateral addendas and other tickler system to ensure proper receipt of UCC, Deeds of Trust, and Title Policy filings and other documentation.
7. May input detailed loan information into the Bank's Loan Center software application.
8. May prepare loan reports as necessary.
9. Answers the telephone; responds to routine loan officer or customer inquiries.
10. Assists loan officers and other personnel as needed.
11. Processes various loan reports and callbacks.