

## **Loan Clerk/Processor**

### **Job Summary**

Process loan applications, prepare loan request papers, review loan papers to ensure completeness, and forward findings, reports, and documents to appraisal department.

### **General Accountabilities:**

- Verify and examine information and accuracy of loan application and closing documents.
- Discuss loan requests with applicants to obtain personal and financial data and to assist in completing applications.
- Assemble and compile documents for loan closings, such as title abstracts, insurance forms, loan forms, and tax receipts.
- Answer questions and advise customers regarding loans and transactions.
- Contact customers by mail, telephone, or in person concerning acceptance or rejection of applications.
- Record applications for loan and credit, loan information, and disbursements of funds.
- Prepare and type loan applications, closing documents, legal documents, letters, forms, government notices, and checks.
- Present loan and repayment schedules to customers.
- Check value of customer collateral to be held as loan security.
- Contact credit bureaus, employers, and other sources to check applicants' credit and personal references.
- File and maintain loan records.
- Schedule and conduct loan closings.
- Accept payment on accounts.
- The company reserves the right to add or change duties at any time

### **Job Qualifications**

- Experience: At least 2 years of loan processing experience.
- Education: Completion of on-the-job training; formal certification preferred.

### **Skills**

- Critical Thinking
- Reading Comprehension
- Service Orientation
- Judgment and Decision Making
- Time Management
- Complex Problem Solving
- Organizations Skills
- Attention to detail
- Instructing
- Computer skills including Word, Excel, PDF experience
- Communication skills – verbal and written
- Research skills

Applications are only accepted online.