



# Job Description

<b>Position Title:</b> Loan Documentation Specialist	<b>Department:</b> Loan Service Center
<b>Reports To:</b> Loan Service Center Manager	<input checked="" type="checkbox"/> Non - Exempt
<b>Position Purpose</b>	
Responsible for accurate and efficient loan documentation, loan administration and customer support for a diverse loan portfolio from initiation throughout the loan term.	
<b>Education/Experience</b>	
<ol style="list-style-type: none"> <li>1. 3+ years experience closing commercial loans or demonstrated ability.</li> <li>2. Solid understanding of financial contracts, bank regulatory compliance issue, and the perfection of security interest.</li> <li>3. High school plus additional specialized business courses.</li> </ol>	
<b>Job Requirements/Skills</b>	
<ol style="list-style-type: none"> <li>1. Knowledgeable in the operation of office equipment, elementary accounting procedures, and basic computer operations, including MS Windows.</li> <li>2. Strong customer service and interpersonal skills.</li> <li>3. Detailed orientated with excellent organizational skills, and the ability to handle multiple priorities simultaneously.</li> </ol>	
<b>Essential Functions</b>	
<ol style="list-style-type: none"> <li>1. Prepare and maintain commercial collateral files, ensuring complete and accurate documentation.</li> <li>2. Responsible for the preparation of closing Documentation for commercial loans</li> <li>3. Responsible for complete and accurate on-line accounting system data entry for commercial loans.</li> <li>4. Coordinate closings with loan officers and escrow agencies.</li> <li>5. Responsible for the disbursement of new loan funds and payoff of collateral liens.</li> <li>6. Balance commercial loan GL accounts and other related accounts.</li> <li>7. Monitor tickler system for outstanding loan documentation, such as UCC filings, insurance, title policies and recorded documentation.</li> <li>8. Service loan portfolio by obtaining insurance renewals, filing UCC continuations and collateral releases.</li> <li>9. Provide data for lending reports.</li> <li>10. May provide notary public service.</li> <li>11. Other duties as assigned.</li> </ol>	
<b>Physical Requirements</b>	
<ol style="list-style-type: none"> <li>1. Stand 10 - 15% of workday.</li> <li>2. Sit 85 - 90% of workday.</li> <li>3. Use computer keyboard, typewriter, 10-key, and other office equipment.</li> <li>4. Occasionally lift 25 pounds.</li> </ol>	