



Job Description

Position Title: Loan Processor	Department: RE Loan Production
Reports To: Loan Production Operations Supervisor	<input checked="" type="checkbox"/> Non-exempt
Position Purpose	
Perform the administrative functions needed to assure accurate and timely processing of loan applications.	
Education/Experience	
<ol style="list-style-type: none"> 1. High School plus additional specialized business courses. 2. 1-3 years previous experience or demonstrated ability. 3. Knowledge of all forms and documents for processing all real estate loan types. 	
Job Requirements/Skills	
<ol style="list-style-type: none"> 1. Proven ability to provide professional, responsive customer service 2. Effective oral and written communication skills. 3. Knowledge of office routines such as elementary accounting procedures, operation of the following equipment: typewriter, adding machine, calculator, on-line computer terminal and personal computer. 4. Basic problem-solving skills. 	
Essential Functions	
<ol style="list-style-type: none"> 1. Prepare loan request files according to a worksheet or checklist, including such activities as examining loan applications for completeness to determine preliminary steps, origination requests for verification of applicants' income, deposits and credit standing. 2. Data entry to generate loan papers and Bank regulatory reports. 3. Maintain application register. 4. Provide data for lending reports. 5. Perform secretarial services such as transcribing and typing correspondence and filing. 6. Perform necessary data entry procedures for loan processing. 7. Handle follow-up documentation and forward to Corporate office. 8. Answer phones and greet customers. 9. Other duties as assigned. 	
Physical Requirements	
<ol style="list-style-type: none"> 1. Stand 10-15% of workday. 2. Sit 85-90% of workday. 3. Use computer keyboard, typewriter, 10-key, and other office equipment. 4. Occasionally lift 25 pounds. 	