

JOB DESCRIPTION

CONSUMER/RESIDENTIAL LOAN PROCESSOR

DEPARTMENT/DIVISION: Lending Department

REPORTS TO: Loan Operations Officer

EVALUATED BY: Loan Operations Officer

JOB SUMMARY: Responsible for Consumer/Residential loan processing including loan funding, collateral management, and problem resolution with regards to payments, etc.

DUTIES:

1. Efficiently and accurately prepares Consumer/Residential loan documentation as requested by lenders.
2. Ensure that all loans are properly documented to limit bank risk.
3. Supports lending team.
4. Successfully interact with the lending staff to improve accuracies and efficiencies.
5. Successfully complete ongoing training, review and communicate current or developing industry topics/concerns or standards.
6. Must learn, develop, and maintain thorough knowledge of Loan Regulatory compliance to ensure all loans meet Regulatory guidelines and Bank Loan Policy.
7. Pull credit reports with direction from the Lending Officer.
8. Creates, maintains and prints reports from information on the Fiserv system.
9. Drafts letters and/or memos as requested by the Loan Officers.
10. Assists Officers in monitoring and maintaining participation loan files.
11. Direct customer inquiries not involving the lending area to the proper department. Develop and maintain an understanding of bank operations, departments and products.
12. Perform maintenance to customer loan accounts through the Fiserv system.
13. Perform any and all other duties as requested by supervisor.

RESPONSIBILITIES FOR THE PRIVACY AND SAFEKEEPING OF CUSTOMER INFORMATION: Customer financial information will not be accessed unless this access is necessary in the performance of assigned duties. Viewing customer deposit information or credit files to satisfy a personal curiosity is strictly prohibited. Confidential information acquired is considered to be extremely sensitive by our customers. This information must not be revealed to unauthorized persons. This information should not be discussed with others within the bank unless their duties also require the information. Customer financial information can be released only when authorized by the customer or when subpoenaed by a court or the Internal Revenue Service (IRS). Then the information released must be accurate and within the confines of the authorizing document.

RESPONSIBILITIES FOR COMPLIANCE: The employee agrees to comply with all Farmers Savings Bank policies and procedures including federal and state rules and regulations.

ORGANIZATION:

1. Suggest change in work procedures and systems to accomplish to meet bank objectives more efficiently.

RELATIONSHIPS:

1. Responsible to Loan Operations Supervisor for the fulfillment of his or her functions and responsibilities and authority for their proper interpretation.
2. Will have contact with customers, the public and the community, and is to conduct relationships in a manner that will enhance the overall marketing effort of the bank.
3. Will be called upon from time to time to participate with community organizations and in community projects.
4. Bank employment to be main and sole employment. Any "moonlighting" to be approved by Board of Directors and Supervisor.

PERFORMANCE EVALUATION AND ACCOUNTABILITY:

1. Position to be evaluated after first three months, and annually thereafter.
2. Areas of accountability to include all areas mentioned above with specific emphasis of performance in:
 - a. Performance of duties.
 - b. Organization.
 - c. Relationships.
 - d. Overall production.

Job descriptions are not intended, and should not be construed to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.