



SUMMITBANK

TITLE: Loan Documentation Specialist
REPORTS TO: Loan Operations Officer
FLSA: Non-Exempt
CATEGORY: Full-time
SHIFT: Monday – Friday 8:30am – 5:30pm
MEAL/BREAKS: One (1) paid 15 minute break per four (4) hours worked, and one (1) unpaid sixty (60) minute meal break.

SUMMARY

The Loan Documentation Specialist provides administrative and operational support in the areas of loan documentation, system maintenance, and accounting. Assumes responsibility and is accountable for adherence to Bank policies and procedures, as well as all applicable state and federal laws and regulations pertaining to employment and banking.

ESSENTIAL DUTIES

- 1. Documents commercial loan packages including consumer disclosures as appropriate using LaserPro software, verifying accuracy of input and documents produced. Ensures correct combination of documents will be prepared/received for each transaction to secure legal interests of the Bank and are in compliance with Bank and regulatory policies and procedures. Manually prepares documents as necessary.**
- 2. Obtains proof of borrowing authority including but not limited to: articles of organization, articles of incorporation, bylaws, operating agreements, partnership agreements, and public record information.**
- 3. Orders credit reports, OFAC screenings, UCC Lien searches, title reports, initial environmental information (VeraCheck), 3rd party payoffs, and appraisals. Verifies titles received for new loans and audits agencies. Verifies bank is in collateral position as determined by loan approval. Ensures appraisal ordering is in compliance with Bank policy. Keeps track of all costs associated with loans to ensure all are paid or addressed at closing.**
- 4. Ensures loans meet all insurance and flood requirements in order to appropriately protect collateral.**
- 5. Releases titles and insurance interest and residuals, calculates and processes payoffs. Completes pay-offs for all loans including release of collateral, file deconstruction and closing letter to customer.**
- 6. Prepares disbursement, refund and overpayment checks as needed. Performs transfers, processes payments and payoffs ensuring funds are applied to appropriate accounts.**
- 7. Completes construction and maintenance of paper loan files to ensure consistency and accuracy of loan documentation, and completes necessary checklists and post-closing documents.**
- 8. Reconciles assigned general ledger accounts throughout the month, at month end, quarter end and year end to ensure accuracy and completeness. Ensures and verifies monthly that all negotiable collateral held by the Bank is secure and in proper dual custody.**

- 9. Processes incoming mail related to loans. Follows all pending and expiring items.**

SECONDARY DUTIES

- 1. Prepares and receives wire transfers for participations, loan disbursements and payments.**
- 2. Provides back up support for data entry and maintenance of the loan accounting system ensuring that all data is accurate and timely.**
- 3. Provides administrative support to the Loan Department by copying, scanning and faxing as needed.**
- 4. Provides direct & indirect customer service by giving advice and answers for a variety of basic to complex questions to customers and to co-workers, exhibiting the necessary follow through with customers and/or staff involved.**
- 5. Assumes responsibility for various department functions in the absence of staff members or in overload situations.**
- 6. Completes all assigned Compliance training.**

GENERAL

- 1. Provides excellent personal customer service to all internal and external clients by treating people with respect; keeping commitments; inspiring the trust of others; working ethically and with integrity; upholding organizational values; and, accepting responsibility for own actions.**
- 2. Follows policies and procedures; completes administrative tasks correctly and on time; contributes to the overall profitability of the Bank through cost controls and expense monitoring.**
- 3. Applies good judgment in decision making and sees beyond immediate assignments and acts on opportunities and problem areas.**
- 4. Performs position safely and reports potentially unsafe conditions.**
- 5. Works according to established schedules, arriving on time and with a positive attitude.**
- 6. Any other duties as defined by management.**

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- 1. Minimum of an Associates degree and three (3) years of related experience and/or training; or equivalent combination of education and experience. Educational experience, through in-house training sessions, formal school or related curriculum, should be applicable to the finance industry. Work related experience should consist of at least three (3) years experience in a lending support role.**
- 2. Knowledge of related state and federal banking compliance regulations, Bank operational policies and procedures, and the Bank's products and services.**

3. **Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions, and to speak clearly to customers, employees, directors and shareholders.**
4. **Ability to read, analyze and interpret business periodicals, professional journals and technical procedures.**
5. **Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.**
6. **Excellent skills in computer terminal and personal computer operation; word processing, spreadsheet and specialty software programs. Intermediate typing skills to meet production needs of the position.**
7. **Good organizational and time management skills, to ensure maximum productivity.**
8. **Ability to work with minimal supervision while performing duties and to handle confidential information with discretion.**
9. **Ability to lift between 30-50 pounds. (Boxes of copy paper and/or files for storage).**

ACKNOWLEDGEMENT

I have reviewed the above job description and acknowledge that I am able to perform the duties and responsibilities described herein. Summit Bank reserves the right to update job descriptions periodically. I acknowledge that this job description does not in any way create a contractual relationship, and does not alter Summit Bank's at-will employment relationship with me.

Employee Signature

Date