



Position Title		
Corporate Retail Loan Processing - Processor		
Reports To: Corp Retail Loan Processing	Classification: Non-Exempt	Department: Loan Processing
EEO Category: Admin Support Workers		
Supervises: None	Location: Harmon Highway/Springfield	Status: Full Time

Job Summary

Responsible for analyzing and compiling information to assist underwriters and to assure the accuracy of all documents, pricing, funding, collateral, and booking for Retail Lending.

Essential Duties & Responsibilities

- Reviews all loan documents for completeness, accuracy and quality
- Manage a pipeline of loans and maintain timely and compliant flow of such loans through the process
- Communicate with loan officers, buyers, sellers, title companies, builders and agents
- Monitor and ensure closing dates and company deadlines are met
- Obtain and verify that all underwriting conditions are received and cleared by the underwriter
- Keep up with the changing policies and procedures, regulations applicable to the bank and mortgage industry

Supervisory Requirements

Personnel Management: This position has no supervisory responsibilities.

Process Management:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position may include climbing, reaching, standing, lifting, talking, hearing and performing repetitive motions.
- Medium exertion; exerting up to 50 pounds of force occasionally, and or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees, who work 7 ½ continuous hours or more, must take a 30 minute uninterrupted lunch break no later than 5 hours after beginning their work day

Education and Qualifications

Essential:

- High school diploma or equivalent
- Attend MCB loan meetings as scheduled
- Attend loan overview course
- BSA and other Bank related training through BAI is required annually

Desirable:

Experience

Essential:

- Knowledge of customer service principles
- Relevant computer skills

Desirable:

- 2-3 years of related work experience

Licenses and Certifications

Essential:

Desirable:

This job description is not an employment contract, implied or otherwise; therefore, employment relationship remains "at-will."

Employment Acknowledgement

I have read and understand the duties, responsibilities, qualifications and demands required of this position and acknowledge that Morton Community Bank may change or modify the position at any time, for any business reason.

Likewise, I understand that these are not the only duties to be performed by me while working for Morton Community Bank and that I will be required to follow instructions and perform duties required by my supervisor.

Employee Signature

Date

Equal Opportunity Employer: disability/veteran