



Position Title
Corporate Commercial Loan Processing

Reports To: Corp Commercial Loan Processing	Classification: Non-Exempt	Department: Commercial Loan Processing
EEO Category: Admin Support Workers		
Supervises: None	Location: Clock Tower 3/Springfield	Status: Full Time

Job Summary

Responsible for creating and assembling all the required documentation for commercial loan closings and for ensuring the loan file is in compliance with the bank's policies and procedures and as required by regulatory practices.

Essential Duties & Responsibilities

- Review incoming loan requests to identify appropriate conditions, terms of repayment, loan covenants and actions necessary to perfect the bank's collateral interest
- Interact with Lenders and Loan Assistants to insure correct documentation
- Prepare commercial loan documentation utilizing the appropriate software in accordance with Loan Policy, Loan Approval and Regulatory Compliance
- Coordinate with legal counsel on less complex attorney reviewed and prepared loan requests
- Identify Community Reinvestment Act (CRA) and Home Mortgage Disclosure Act (HMDA) loans and input the appropriate reporting information
- Review real estate title and UCC searches and take appropriate action to clear exceptions
- Verify loan documentation for accuracy, completeness and compliance
- Coordinate loan closings with lenders, loan assistants, and title companies and/or attorneys including the delivery of the loan documents prior to closing
- Send executed loan documents for recording (Mortgages, Deeds of Trust, Vehicle Titles, UCC)
- Perform loan funding functions: verify documentation is properly executed, prepare wire transfer instructions, submit payoffs to other lending institutions or third parties, prepare all internal tickets to submit to loan expert.
- Work in a fast paced environment, prioritize multiple responsibilities
- Process back counter work in a rotation

Supervisory Requirements

Personnel Management: This position has no supervisory responsibilities.

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 loan overview course
- BSA and other Bank related training through BAI is required annually

Desirable:

- Some college or equivalent work experience

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