



<b>Position Title</b>		
<b>Corporate Loan Document Imaging Specialist</b>		
Reports To: Corp Loan Document Imaging	Classification: Non- Exempt	Department: Corp Loan Operations
EEO Category: Admin Support Workers		
Supervises: None	Location: Morton 657/Springfield/Harmon	Status: Full Time

**Job Summary**

Responsible for all aspects of loan imaging, including prepping, scanning and indexing of customer and loan files to ensure regulatory and audit compliance, as well as timely accessibility of information. Also responsible for evaluating Commercial and Consumer loans and ensuring all documents and due diligence items have been imaged and are correct per regulations, credit approval, and loan policy. Responsible for identifying and addressing any missing items and taking appropriate action to obtain documentation deemed necessary in order to minimize potential discrepancies or risk to the bank.

**Essential Duties & Responsibilities**

- Maintains strong understanding and working knowledge of lending operations, loan documentation, collateral lien perfection, disclosures, title insurance, UCC filing, lending policies/procedures, and terminology related to banking laws and regulations
- Performs quality review of loan packages to determine the correctness of the documents as related to the loan structure, and to ensure consistency, accuracy, quality of documentation and that supporting documentation has been obtained
- Works closely with the Loan Officers, Loan Assistants, Commercial Loan Processing, Retail Loan Processing, and Loan Servicing Departments to adequately maintain file integrity
- Accurately establishes document tracking requirements per loan approval and the Business Loan Agreement
- Reviews existing processes and procedures and works closely with management on process improvements
- Assists with various Commercial Loan Operations projects as requested
- Ensures privacy and integrity of all documents

**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
- BSA and other Bank related training through BAI is required annually

### **Desirable:**

- Some college

## **Experience**

### **Essential:**

- Knowledge of customer service principles
- Banking experience
- Loan documentation experience
- Relevant computer skills

### **Desirable:**

## **Licenses and Certifications**

### **Essenti**

### **al:**

This job description is not an employment contract, implied or otherwise; therefore, employment

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**e:**

**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.

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Employee Signature

\_\_\_\_\_  
Date

Equal Opportunity Employer: disability/veteran