

Connection Bank

Position Description for Loan Production Specialist

Department: Loan Department
Reports to: Supervising Loan Coordinator
Supervises: N/A
FLSA: Nonexempt

Summary

The Loan Production Specialist provides support to Loan Officers in the overall loan application, closing, and post-closing process for various loan types while ensuring loan packages adhere to various compliance matters. While performing these duties, the incumbent must strive to live our core values by embracing a “can do attitude”, demonstrating our brand of customer service “on steroids”, and protecting our customers’ security and privacy.

Essential Duties and Responsibilities

- Processes all applications in a timely manner and provides to loan officers.
- Mails accurate and timely adverse actions to applicants as required by regulations.
- Submits files to underwriting (DU for MPF) .
- Prepares loan documents for installment, mortgage, and commercial loans.
- Completes and processes all necessary loan-related documents (security agreements, collateral documents, etc.).
- Prepares commitment letters upon loan approval.
- Completes and retains all compliance-related documents, especially as related to flood, RESPA, Regulation B, and Regulation Z.
- Performs clerical duties for Loan Department requiring knowledge of departmental procedures.
- To expedite closing process, orders title work, appraisals, credit reports, OFAC checks, flood certifications, obtains payoffs and releases, and acts as liaison with legal counsel, borrower and third party vendors in coordinating receipt and review of required documents.
- Reviews loan documents prepared in-house or by legal counsel.
- Coordinates closings.
- Books and funds closed loans.
- Ensures loan documents contain proper signatures, dates, and other relevant data in accordance with and compliant with loan policies and procedures.
- Completes data entry for new and renewed loans in an accurate and timely manner.
- Reviews loan files for completeness, accuracy, and compliance standards.
- Files all necessary statements, deeds, titles, UCC-1 filings, and other legal documents with appropriate state and federal entities.
- Assists loan officers with letters of credit.
- Assists lenders with all aspects of participation bank loans and performs monthly file maintenance.
- Distributes daily loan reports and out-going notices.
- Maintains weekly and monthly reports as required.

- Assures the accuracy of all posted loan entries and identifies and reconciles all unposted and rejected items.
- Maintains loan files and records in a consistent and orderly fashion.
- Annually obtains updated financial information and insurance to support outstanding loans.
- Tears down paid loan files and distributes appropriate documents in a timely fashion.
- Prepares and reviews required BSA reports including but not limited to Suspicious Activity Investigation Reports, CIP reports, beneficial ownership certification and all other required CIP documentation.
- Researches and answers loan-related questions for loan officers, staff, and customers and refers non-routine inquiries to supervisor.
- Completes assigned compliance training.
- Performs back up duties to Loan Support Specialist as needed.
- Perform other duties as required or assigned.

Skills and Abilities

- Promotes Connection Bank & Insurance core values.
- Projects a positive image of the bank to all internal and external customers.
- Demonstrates the ability to hold confidential information and displays honesty and high ethical standards.
- Strives for high customer satisfaction, is helpful, pleasant, approachable, and team oriented.
- Knowledgeable of bank operations, policies, procedures, products, and services.
- Able to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, and/or standards.
- Develops constructive and cooperative working relationships with others and maintains them over time.
- Exceptional oral, written, and interpersonal communication skills with the ability to apply common sense while performing work.
- Excellent organizational and time management skills.
- Proficient in computer operations with working knowledge of Microsoft products and the ability to learn bank specific programs.
- Typing skills to meet production needs of the position.
- Current driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.
- Ability to work with minimal supervision while performing duties.

Physical Demands

The person in this position must be able to:

- remain in a stationary position for approximately 90% of the day.
- move about inside the office to access file cabinets, office machinery, etc.
- operate a computer and other office productivity machinery, such as an adding machine, copy machine, printer, postage machine, branch capture scanner, etc.
- occasionally ascend/descend a ladder to service files.
- lift and/or move up to 20 pounds.

This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned and is subject to change at any time. This job description does not constitute an employment agreement between the Bank and employee and is subject to change by the employer as the need of the Bank and requirements of the position change.