PEOPLES BANK AND TRUST COMPANY
JOB DESCRIPTION

JOB TITLE: Loan Processing Assistant
DATE: November 22, 2016
DEPARTMENT: Loan Administration
REPORTS TO: Loan Administration Manager
STATUS: Non-exempt

SKILLS REQUIRED: Must be computer literate and knowledgeable in Microsoft Windows, Excel and Word. Strong organizational/administrative skills. Previous loan documentation and banking experience with Real Estate, Commercial/and or Installment processing helpful. Ability to work in a centralized area with minimal distractions.

JOB SUMMARY: Assist with varying aspects of Loan Processing.

1. Schedule all preliminary disclosures and loan documents for production via a shared calendar.
2. Assign loans to processors.
3. Run watchdog.
4. Obtain good standing certificate on business customers.
5. Order appraisals, both in-house and 3rd party. Forward completed appraisals to account officer. Send 3rd party appraisals to staff appraiser for checklist.
6. Order flood determinations.
7. Perform notary functions.
8. Balance online recording DDA account weekly.
9. Pull files for HMDA review and follow up on exceptions.
10. Communicate with loan officers and outside agencies.
11. Prep HELOC statements for mailing monthly.
12. Double check denials before mailing and scan.
13. Prepare and submit FHLB report quarterly.
14. Assist loan servicing as needed.
15. Knowledge of banking laws, regulations, loan policy, loan authorities and procedures including BSA
16. Perform other duties as assigned.

EDUCATION REQUIREMENTS: Requires a high school education or equivalent work experience that demonstrates the ability to read, write, interpret and apply instructions to perform the required activities.

PHYSICAL REQUIREMENTS: Ability to stand, lift and retrieve from high shelves.