

# LIBERTY BAY BANK

## JOB DESCRIPTION

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<b>TITLE:</b>	<b>Loan Operations Specialist I</b>	<b>CATEGORY:</b>	<b>Full Time / Non-Exempt</b>
<b>SEGMENT:</b>	<b>Credit Administration</b>	<b>REPORTS TO:</b>	<b>Loan Operations Manager</b>
<b>SHIFT:</b>	<b>Monday-Friday; 8:00 a.m.–5:00 p.m.</b>	<b>DATE:</b>	<b>March 19, 2019</b>

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### SUMMARY

This position is responsible for the timely and accurate processing of loan account transactions, including but not limited to preparing and reviewing loan documents, booking and funding loans, and ensuring all loan documents are accurately prepared in accordance with Bank policy/procedures/approvals, while providing exceptional client service support.

Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations, including BSA/AML.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares, organizes and reviews loan instructions, loan files and required loan documentation for accuracy, enforceability, regulatory and policy compliance.
  2. Ensures loans are processed in an effective and efficient manner to ensure client satisfaction.
  3. Responsible for accurately providing loan documentation, booking, funding and file maintenance of loans in a timely and efficient manner.
  4. Responsible for accurately perfecting all types of collateral, to include but not limited to: Real Estate Deed of Trusts, Vehicle Titles and UCC Collateral.
  5. Ensures appropriate collateral insurance is received and maintained.
  6. Communicates with internal and external clients to respond to inquiries, resolve problems and obtain additional documents needed in a timely manner.
  7. Responsible for accurately performing the described duties within commercial, consumer, real estate, SBA, and construction loan applications with varying levels of complexity.
  8. Disburses loan funds in a timely manner; may require balancing with an escrow company and wiring funds.
  9. Processes consumer, commercial and real estate loan payments and advances.
  10. Adheres to all applicable laws and regulations governing loan operations and documentation, ensuring compliance with the Bank's policies and procedures.
  11. Promptly responds to Lender or client inquiries relative to account balances, loan balances and payoff requests.
  12. Promptly process paid loans and terminate collateral when applicable.
  13. Provides an exceptional level of quality service for internal and external clients, and responds to clients' needs, questions and concerns in an accurate, effective, and timely manner.
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### SECONDARY DUTIES

The above job description is not intended as an all-inclusive list of the essential functions which the individual will be required to perform. The individual may be required to perform other reasonable business-related duties and tasks, as assigned, at the discretion of management.

## **POSITION DESCRIPTION – CONTINUED**

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### **SUPERVISORY RESPONSIBILITY**

The position of Loan Operations Specialist is not responsible for the supervision of any employee.

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### **ENVIRONMENT AND PHYSICAL ACTIVITY**

- Climate controlled office environment.
- Work involves being able to concentrate on the matter at hand, under sometimes distracting work conditions and frequent employee contact and interruptions during the day.
- Ability to work a regular 8 hour shift (typically, 8 a.m. to 5 p.m.) with the possibility of required overtime; and/or work a flexible and/or rotating schedule.
- Work may involve the constant use of computer screens, reading of reports, and sitting throughout the day.
- Dexterity of hands and fingers to operate a multi-line telephone, photocopier, scanner, facsimile and computer keyboard with repetitive wrist and hand motion.
- Typically sitting at a desk or table; intermittently standing, stooping, bending at the waist, kneeling or crouching to file materials.
- Occasional lifting 10 – 30 lbs. (files, boxes, etc.).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### **MINIMUM REQUIREMENTS**

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- High school diploma or equivalent.
- 2 Years related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of a credit or loan processing background.
- Basic knowledge of lending processes, loan principles and terminology related to banking laws and regulations, as they pertain to loan disclosures and requirements.
- General familiarity and understanding of consumer and commercial loan documentation, collateral perfection, title insurance, UCC filing, compliance requirements, lending policies and procedures, and loan/funding terminology.
- Basic skills in computer terminal and personal computer MS Windows operation.
- Proficient use of MS Office products (Word, Excel & Outlook) and retrieval of data, with the ability to adapt to and learn new products and technologies quickly.
- Working knowledge of financial services loan systems and documentation applications. LaserPro preferred.
- Basic typing skills to meet production needs of the position.
- Knowledge of bank accounting practices including the understanding of debit/credit relationships; math skills to calculate interest, balance accounts and locate routine mathematical errors.
- Effective listening, verbal, written and telephone etiquette business communication skills, with the ability to read, write, speak and understand English well.

**POSITION DESCRIPTION – CONTINUED**

- Demonstrated ability to quickly focus on key issues and make decisions under pressure of time constraints.
- Detail oriented with strong organizational, time management, data review, and processing skills; with the ability to manage multiple assignments, ensuring that priorities are set, with the ability to meet multiple and sometimes competing deadlines, with an emphasis on accuracy and quality.
- Excellent research, analytical and problem-solving abilities to identify and resolve exceptions and interpret data.
- Ability to work well both independently and collectively within a team environment.
- Flexible with and accepting of change in a fast-paced environment, with willingness to learn new skills.
- Project a professional image through appropriate business attire, ethical behavior, personal responsibility, punctuality, flexibility, and respect for confidentiality with sensitive information.

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**Loan Operations Specialist I**

*These above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management reserves the right to change this position description at any time according to business needs.*

*We are proud to be an Equal Opportunity Employer.*

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*Employee Signature*

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*Date*

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*Manager Signature*

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*Date*