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## LOAN OPERATIONS SPECIALIST I

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- DATE:** November 20, 2017
- POSITION:** Loan Operations Specialist I
- FTE STATUS:** Full-Time HOURLY (36 – 40 hours/week)
- JOB DUTIES:** This position is primarily responsible for performing all duties related to activities involving loans and the paperwork collected after the loan is booked as well as daily operational tasks and maintaining loans on the bank's core system and assist operations team leader as needed. Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.
- Book loans. All loans booked the previous day must be scanned and filed the following business day
  - Complete loan helpdesk requests & troubleshooting
  - Research loan requests in a timely manner
  - Provide proficiency in document management program (FDM)
  - Scan documents / process e-documents as applicable
  - Correct Loan account errors on system
  - Process Loan transactions in system
  - Post Loan accounts to our core system and correct rejects
  - Process Loan Renewals & Rate changes
  - Review Loans for accuracy—DTI calculations, joint intent, applications, loan checklist and report findings to supervisor
  - Perfect liens in UCC, mortgage and MV1
  - Review regulation changes to procedures to meet necessary paperwork per loan
  - Check all business, agriculture and mortgage documents prior to closing
  - Enter and track all exceptions to officers and staff on adjustments and exceptions to loan policy.
  - Work closely with Loan Officers which may include gathering information or interviewing customers
  - Review and enter mortgage applications
  - Verify DU(Desktop Underwriter) and Underwriting guidelines are met
  - Work with title companies to perfect lien position and collateral
  - Meet closing deadlines in purchase and refinance transactions
  - Answer loan questions that come in via person, over the phone or email
  - Review daily, weekly and monthly reports to verify accuracy as assigned
- EDUCATION:** High School Diploma
- APPLICATION DEADLINE & NEXT STEPS:** Applicants can apply by emailing our Director of HR, Beth Nighbor ([bnighbor@fmberlin.com](mailto:bnighbor@fmberlin.com)).  
**Deadline for email applications is Monday, 1/8/2018 @ 1:00 p.m.**