



Loan Doc Prep Specialist

Department: Loan Operations

Job Code: 129-06

Reports to: Quality Assurance Manager

FLSA: Hourly/Non-Exempt

Grade 6; Range \$28,329.49 to \$42,494.25

Supervises: None

Revised: 03/24/14

SUMMARY

Responsible for eliminating risk to Bank by documenting all types of loans accurately while ensuring compliance with all federal and state regulations and bank policies. This position is responsible for meeting and exceeding established production and quality goals; in addition to upholding the highest customer service standards.

MINIMUM REQUIREMENTS FOR POSITION:

- High School graduate or equivalent
 - 1 -3 years loan operations or documentation experience preferred
 - Good understanding of loan products, functions, application policies and procedures, as well as documentation required by bank policy and state and federal regulators
 - Strong personal computer skills, knowledge of Outlook, Excel, Word, Fiserv, and or Laser Pro and ability to quickly learn new computer programs
 - Excellent organizational and analytical skills, must be detailed oriented, and have basic math skills
 - Must be able to effectively communicate with bank personnel of all levels, bank clients, and outside vendors
 - Ability to work independently with little supervision
 - Must be highly motivated and able to work in a high paced environment and under pressure
 - Ability to proactively identify potential risks and exceptions
 - Proven success in demonstrating results, exceeding customer expectations, adaptability, team work, and reliability
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PRIMARY ACTIVITIES AND RESPONSIBILITIES:

- Review loan request to meet all required criteria and communicate as necessary any discrepancies related to loan packages. Report adverse findings that do not adhere to bank policy and regulations to QA Administrator or the QA Manager.
- Utilize loan documentation software to prepare and print closing documents as requested within defined service level agreements (timeliness and accuracy) while adhering to regulatory rules and procedures
- Process pre-work: Responsible for sending instruction letters for title work
- Send instruction letters to attorneys
- Order flood determinations (all real estate secured loans)
- Order appraisals on residential real estate secured loans
- Provide all proper disclosures to customers within the required timeframe
- Ensure scheduled closing times are in compliance with Federal Regulations
- Initiate follow up and ensures all necessary information is provided for title work, appraisals and flood determination
- Forward title work, appraisals, and flood determination upon receipt to appropriate party



- Coordinate data for escrow accounting
- Create documents to perfect collateral
- Log incoming loans and pre-work and create labels for loan files
- Process and respond-to emails coming into Doc Prep email group
- Answer calls from vendors (Appraisers, Title Insurance, Attorneys, Flood)
- Provide ongoing support to lending personnel explaining policies and procedures and handling inquiries
- Maintain loan files from the initial request through closing ensuring necessary documentation is obtained and in compliance
- Remain current in knowledge of software, bank products, rates and regulatory requirements
- Supports Quality Assurance team in achieving goals and objectives
- Other such duties as may be assigned from time to time, to include backup function of other Doc Prep responsibilities
- As applicable, capture HMDA and CRA information accordingly on Laser Pro as dictated by regulatory agencies as well as bank policy
- Responsible for adhering to and complying with all Bank policies and procedures, all applicable federal and state laws and regulatory guidance governing financial institutions, including but not limited to, Federal Deposit Insurance Improvement Act (FDICIA), FACT Act, Bank Secrecy Act and Regulation CC.