

LEWIS & CLARK

B A N K

JOB TITLE: Loan Operations Specialist II

DEPARTMENT: Loan Department

LOCATION: HQ Office or Branch

REPORTS TO: Loan Operations Manager

POSITION SUMMARY:

This position is responsible for loan document creation, loan preparation, funding loans, construction loan processing and monitoring, loan payments, loan payoff processing, customer service, and any problem solving needed.

ESSENTIAL JOB DUTIES:

1. Communicates with title companies, insurance agents and other applicable parties to ensure all required documents are obtained in a timely manner.
2. Interprets construction draw requests and compares to inspections to ensure appropriate advances.
3. Assists Loan Operation Specialist I's in daily tasks as needed.

JOB DUTIES:

- Creates loan documents.
- Calculates final closing costs and disbursement of funds.
- Assembly of loan documentation.
- Handles official requests for loan payoff quotes and account ratings.
- Assists customer service by conducting routine inquiries and problem solving.
- Serves as a level of support for all Loan Operation Specialists.
- Other duties as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent plus three to five years related experience and/or training. Must possess experience in accounting and/or banking and knowledge of basic accounting principles, practices, and standards. In depth knowledge of bank products and services including all account ownership types is also required.

LANGUAGE SKILLS

Ability to read and interpret documents such as regulatory rules, operating instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to respond to common inquiries or complaints from customers and fellow employees. Excellent oral and written communication skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, and percent. Ability to calculate figures and amounts such as interest, percentages.

COMPUTER SKILLS

Has advanced basic computer job skills including logging on to systems, knowledge of word and excel, ability to communicate by email, ability to compose documents, download forms, and preserve/backup important data.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, or oral, form.

Strong organizational skills, ability to handle multiple tasks, prioritize and resolve complex customer issues independently.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certifications, licenses or registrations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Lewis & Clark Bank is an equal opportunity employer committed to creating a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability, or veteran status, among other factors.

APPLICATION FOR EMPLOYMENT

A. GENERAL INFORMATION			
Name:	Email Address:	Driver's License No. & State:	Date:
Previous Last Name Used:	Current Street Address:		
City:	State:	Zip:	Area Code & Home Phone Number:
If not a resident at current address for 2 years, give previous address & phone number:		Lived There From:	To:
Are you a United States citizen or legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Upon hiring, all persons must verify eligibility to be employed in the United States.)			
List states and counties of residence for the past <u> </u> years:			
Do you have any relatives or friends working for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and department:			
Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and in what department/location?			
In case of an emergency, who should we notify?	Name:	Address:	Phone Number:
B. JOB INTEREST			
Position Applying For:			Referred By:
Type of employment desired (check one): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer			
Shift Preference:		Salary Required:	
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how often?			
Date available to begin work:		Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. EDUCATION			
Name & Address of School Attended		Did you graduate?	List Diploma or Degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
D. REFERENCES			
Please list two persons who know of your qualifications and work abilities (do not include relatives):			
Name:	Address:	Phone Number:	Occupation:

YOUR EMPLOYMENT HISTORY

Please list below your Employment History beginning with your most recent employer. Account for all periods of time, including **part-time work, military service or unemployment**. May we contact your present employer for references? Yes No
 If additional space is needed, please attach supplemental information.

E. EMPLOYER NAME & ADDRESS

From		To		Department:			Supervisor:	Phone Number:
Month	Year	Month	Year				<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:								
Reason For Leaving:								

F. EMPLOYER NAME & ADDRESS

From		To		Department:			Supervisor:	Phone Number:
Month	Year	Month	Year				<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:								
Reason For Leaving:								

G. EMPLOYER NAME & ADDRESS

From		To		Department:			Supervisor:	Phone Number:
Month	Year	Month	Year				<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:								
Reason For Leaving:								

H. EMPLOYER NAME & ADDRESS

From		To		Department:			Supervisor:	Phone Number:
Month	Year	Month	Year				<i>Employer Use Only</i> Dates Verified <input type="checkbox"/> Position Verified <input type="checkbox"/>	
Job Title & Description of Your Duties:								
Reason For Leaving:								

I. SPECIAL SKILLS & QUALIFICATIONS

Please summarize special skills, qualifications, and civic, social or professional memberships:

RELEASE AND CONSENT

I understand and certify that all information supplied in this application, and any attached resume, is complete and correct. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of the Employer, and further agree that my employment and compensation are at the will of the Employer and can be terminated, with or without cause, and with or without notice, at any time at the option of either the Employer or myself. I understand and agree that these terms can only be modified in writing and signed by the President. No supervisor, representative, agent, or other employee of the Employer has now or has had in the past the authority to enter into any agreement for employment, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of the Employer either written or oral, modify the above terms.

I understand and agree to take any physical examination and pre-employment test, including drug screening test. All such tests will be administered in compliance with the Americans with Disabilities Act.

I understand and hereby authorize all persons, schools, companies, employers, and/or their representatives to furnish verification to the Employer, its representatives or agents, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including the Employer, as a result of them furnishing information to the Employer. I authorize the Employer, should they employ me, to release employment references if my employment becomes terminated for any reason. I also authorize the Employer to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq. I understand that the decision to hire me and my continued employment will be subject to the results of these inquiries.

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender (sex), national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

I understand this application will be active for employment consideration for 30 days. After 30 days, if I wish to be considered for employment, I must contact the Employer to determine if applications are being accepted.

I have read, understand and agree with this statement.

Applicant's Signature

Date