



JOB DESCRIPTION

JOB TITLE:	Post Closing Document Review Specialist	JOB GRADE:		FLSA:	Non-Exempt
BRANCH/DEPT:	Loan Operations	REPORTS TO:	Loan Operations Manager	REV. DATE:	6/3/13

SUMMARY:

Review (primarily) non real estate loan and modification packages; including both consumer and business purposes. When time allows, assist with other functions within the department.

REQUIREMENTS:

- Must have high school diploma or GED.
- Two plus years loan operations or equivalent loan documentation experience.
- Must have demonstrated proficiency with Microsoft Suite to include Word, Excel, and Access.
- Must have good oral and written communicative skills.
- Must be able to work independently and have excellent organizing/prioritizing skills.

PRINCIPLE ACCOUNTABILITIES:

- Reviews loan and modification documentation packages for regulatory and security documentation.
- Notes any exceptions on bank Treev system for exception reporting.
- Ensures all documents are imaged or noted as missing.
- Notes any appraisal violation and keys to database for Executive Management follow up.



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- Reviews mainframe system to insure that terms stated on contracts are accurate and match what has been placed on bank system for booking.
- Performs other functions or tasks as assigned by manager.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Affirmative Action/Equal Opportunity Employer