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| Position Title: | Loan Assistant |
| Date: | February 2022 |
| Department: | Loan Department |
| Location: | OKC |
| Supervises: | None |
| Reports To: | EVP/Commercial Lender |
| FSLA Status: | Exempt |

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| Summary of position: The Loan Administrative Assistant is responsible for the preparation and accurate completion of loan documents prior to loan closing. This position obtains the necessary information and requirements for preparing loan documents and is responsible for assembling and verifying the accuracy of loan documentation, ensuring the loan requests meet all compliance and legal guidelines to ensure timely closing of the loan as well as checking documents for proper vesting, legal descriptions, closing dates and signatures. |
| Key job functions: *(Includes current duties, primary objectives, and responsibilities which are critical to the successful performance of the position)*   * Verifies, compiles and types applications information for loans. * Ensures loan files contain documents with proper signatures, dates and other relevant data. * Assembles and verifies accuracy of loan documentation. * Checks documents for proper vesting, legal descriptions, closing dates and signatures. * Maintains new, renewed loan files. Performs a variety of clerical duties requiring knowledge of departmental procedures. Orders all documents as appropriate and necessary. * Answers telephone inquiries and written inquiries concerning loan processing and requested information * Completes quarterly regulatory training in a timely manner * Other duties as assigned |
| Qualifications:   * Strong organizational and interpersonal skills * Ability to meet deadlines * Strong computer skills * Good attention to detail |
| Education and Experience:   * High School education or equivalent * Previous experience in banking with 3-5 years in loan processing or loan servicing |

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| preferred |
| Physical Demands: These physical demands are generally representative of the position.   * Hearing, speech, close vision * Sitting, including computer use * Filing responsibilities may include standing, walking, lifting, kneeling, and crouching |

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