

Universal 1 Credit Union

Job Description

POSITION TITLE: Lending Specialist

DEPARTMENT: Share/Lending

STATUS: Non-Exempt

POSITION REPORTS TO: District Manager Lending

POSITIONS SUPERVISED: None

POSITION PURPOSE

Responsible for receiving, reviewing, and processing applications for the Credit Union Lending Program and other loan products as needed. Evaluates loan applications and approves those that meet initial lending criteria and are within approved lending limits. Presents loan requests above lending limit for approval as per loan. Ensures that members and prospective members are promptly and professionally served. Provides general Credit Union information and cross-sells services.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assumes responsibility for effectively receiving, reviewing, and processing loan applications.
- Assumes responsibility for establishing and maintaining effective and professional business relationships with members.
 - Interviews, takes applications, gathers information, and processes preliminary documentation on loan requests.
 - Evaluates and verifies loan applications and credit criteria. Computes debt ratios. Verifies employment and income. Determines value of collateral. Approves loans within limits of authority and notifies applicants of loan decisions. Requests additional information.
 - Coordinates and processes closings. Ensures that each loan is promptly and properly prepared, documented, processed, approved, and disbursed.
 - Assists in servicing loans by processing payoff, refinances, and address changes.
 - Assumes responsibility for follow-up on still pending titles. Verifies proper insurance coverage.
 - Sells credit life, disability, mortgage insurance, and other credit related products.
 - Ensures that lending actions are thoroughly documented.
 - Complies with loan policies, procedures, services, products, and documentation meeting federal and state regulations.
 - Ensures decisions are made with proper balancing of providing a high level of member service and minimizing risk for the Credit Union.
- Assumes responsibility for ensuring that professional business relations are established and maintained with members, the community, and professional contacts. This includes timely responses; uphold the reputation of the Credit Union, and keeping members informed.
- Assumes responsibility for related duties and/or projects as required or assigned. Assists in other areas as assigned. Completes reports and records promptly and accurately. Prepares loans and all supporting documents as required. Keeps management informed of area activities and of any significant problems. Stays informed of lending, collection practices and trends. Ensures work area is clean, secure, and well maintained.

QUALIFICATIONS

Education/Certification:	High school diploma or equivalent required. Loan training and certification preferred. College degree in a business related area or an equivalent combination of experience and training preferred
Experience Required:	Minimum of one (1) year related experience required. Previous lending experience and/or experience with full-service financial institution preferred.
Knowledge/Skills/Abilities:	Excellent communication and public relations skills Professional appearance and attitude Strong analytical and financial skills Strong keyboard and data entry skills Knowledge of lending procedures

WORK ENVIRONMENT/PHYSICAL ACTIVITIES

Work Environment:

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is usually moderate and typical of those in a typical office or call center.

Physical and Intellectual Demands:

Sedentary work; sitting most of the time. Ability to hear normal conversations, type, pick up small objects, and convey detailed instructions accurately.

Ability to apply logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions. Ability to perform simple algebra, profit and loss, proportion, percentage, and ratios. Ability to prepare business communications and reports using proper punctuation, grammar, diction and style.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date

Manager's Signature

Date