

Job Description

Job Title: Loan Production Specialist

Branch: Administration

Reports To: Timberline Way Production Team Lead

Salary: \$30,450 - \$55,775

Status: Non-Exempt

Date: 4-2021

Salary Range: \$31,875 - \$43,125

Date: 04/2021

****Pursuant to the Colorado Equal Pay for Equal Work Act and Equal Pay Transparency Rules, the salary range above represents the low and high end of the salary range for this position. Actual salaries will vary and may be above or below the range based on various factors including but not limited to location, experience, and performance. The range listed is just one component of the total compensation package for employees. Incentives based on Timberline Team goals may also be offered. In addition, Timberline Bank provides a variety of benefits to full time employees, including health insurance coverage, vision insurance, dental insurance, life and disability coverage, 401K plan, paid holidays and paid time off.**

Position Summary

This is a full time, non-exempt position that requires excellent customer service skills and an ability to work well with a Team. The job duties will include preparation of loan documents, assisting customers and lenders with credit approval presentations, disbursement of approved loan funds, identifying potential loan problems and a variety of loan operations duties. This position is in the Grand Junction Administrative offices.

Essential Duties and Responsibilities

- Provide quality customer service promptly and courteously at all times.
- Process loan transactions accurately and efficiently.
- Assist customers with queries concerning bank services
- Process commercial and consumer loan documents in compliance with loan laws and regulations
- Input loans onto the Bank's core system
- Offer Solutions and problem solve on an on-going basis
- Disburse loan proceeds in compliance with Bank policies/procedures and regulatory requirements.
- Perform clerical duties related to lending such as filing/scanning loan papers, file maintenance, verifying collateral insurance and lien filings, monitor for loan exceptions.
- Follow established audit, security and compliance guidelines.
- Monitor construction draws in accordance with bank policies and specific loan requirements
- Assist Business Bankers and/or Borrowers to prepare complete loan files for processing
- Engage appraisers/loan evaluators for Real Estate Collateral Valuations
- Perform various other duties as required by management.
- Duties to be expanded on as experience and professional goals are achieved.

Knowledge, Skills and Abilities

- High School Diploma or Equivalent
- Minimum of three years banking (or related business) experience in the operations and/or loan areas is preferred.
- Knowledge of banking services and products to offer solutions to meet the customers' needs.
- Knowledge of BSA laws/regulations regarding the collection/reporting of customers' information.
- General working knowledge of the compliance laws/regulations regarding deposit/ loan accounts.
- Experience using Laser Pro loan documentation platform preferred.
- An Understanding of Appraisal and other collateral valuation guidelines preferred.
- Ability to use various office equipment, including but not limited to computer

- Proven people, communication, prioritization, and organizational skills
- Demonstrate initiative and strong motivation for success
- Team player with a strong, team-focused attitude

Signature: _____

Date: _____