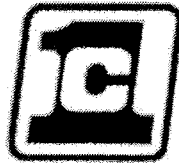


# JOB POSTING

We have a position open for a full time Indirect Loan Processor. Attached is the job description. If you are interested in the position submit a letter of interest with any qualifications you may have to Bobbie no later than Monday August 1st.



# First Community Credit Union

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<b>Job Title:</b>	Indirect Loan Processor	<b>Reports To:</b>	Senior Underwriter
<b>Department:</b>	Lending	<b>Desc No:</b>	945.5
<b>Date:</b>	07/2022	<b>Last Revised:</b>	

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## GENERAL SUMMARY

### ***Primary Responsibilities:***

1. Model a high energy, world-class service and sales culture within the branch and credit union.
2. Provide support to loan services and operations as needed to serve our members.
3. Process loans in accordance with established loan processing policies and procedures.
4. Update member records and prepare new records as required.
5. Uphold a strong sales culture within the credit union.
6. Assist Underwriters and Senior Management with day to day operations.

***Primary Qualifications:*** Passionate and enthusiastic; possess world class service and leadership skills; strong knowledge and understanding of FCCU products and services; strong clerical and accuracy skills.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Live the First Community Credit Union Mission, Vision and Values within the organization and our communities.
2. Instill an energetic, world-class service and sales culture that continually strives to improve the way we serve our members.
3. Build strong relationships with new and existing members and dealership partners.
4. Follow the established FCCU lending policy guidelines.
5. Review loan decision on applications and verify they are within authorized limits and policy for each underwriter.
6. Process and book approved loan requests. Verify information on collateral offered is correct, secure and verify signatures and witnesses on documents and verify member information matches provided documentation.
7. Review and update information on member record file, including credit rating, check accuracy of loan screens and documents, verify updated ID's, proof of income, purchase orders, NADA guide, all documents on checklist are completed.
8. Review record of collateral insurance on loan and request evidence of insurance coverage from members.
9. Verify security interest of credit union on titled documents, request discharge of security interest from holder as required.

10. Verify funds are disbursed on approved loans and that funding and booking screens are correct.
11. Back up loan clerk in filing lien instruments, review monthly missing collateral report and follow up with member, dealer or appropriate state agency to obtain our security interest.
12. Back up loan clerk in processing paid loan documents and forwarding to the correct branches needed.
13. Back up loan clerk in maintaining the file room in a neat and orderly fashion.
14. Follow all state and federal laws and regulations.
15. Assist in promoting a positive credit union image during non-working hours.
16. Perform other duties and responsibilities as assigned or deemed necessary in order to meet the credit union's goals and objectives.
17. Answer payoff requests, if needed.
18. Review and verify that all tasks and associated checklists are completed.

***Required Knowledge, Skills, and Abilities:***

1. Passionate and enthusiastic.
2. Strong leadership skills; including planning, organization, communication, mentoring, coaching, staff development, and goal setting.
3. World-class service skills.
4. Knowledge of credit union products; services; loan policies and procedures.
5. Knowledge of federal and state regulations relating to credit union operations management.
6. Knowledge of Microsoft Office applications.
7. Knowledge of intermediate math (calculations and concepts involving decimals, percentages, fractions, etc.)
8. Availability to work weekends and extended hours, as needed.
9. Works well with others and follows directions.
10. Able to work independently.
11. Detail oriented.
12. Excellent typing and data entry skills. Accuracy is a key component of this position.

***Education and Experience:***

This position requires a high school education and one year experience in the teller and/or member service area of a financial institution.

Employees must comply with government and other regulations affecting the credit union industry including but not limited to the Bank Secrecy Act and The USA Patriot Act.

***Working Conditions:***

Normal office working conditions with the absence of disagreeable elements.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.