



1st Capital Bank

POSITION DESCRIPTION

Title: Commercial Loan Assistant

Reports to: SVP, Credit Administrator

FLSA Status: Non-exempt

POSITION SUMMARY:

The Commercial Loan Assistant I (CLA) performs a variety of duties to establish, process and maintain loan documentation and electronic files in compliance with a wide range of lending laws, rules and regulations. Provides day-to-day support to the Relationship Managers and is accountable for organizing financial and collateral information, preliminary Loan Briefing Memo(s) and ordering of loan documentation once final credit approval has been obtained.

The CLA is the primary contact person between the lender and loan services and is relied upon to answer any questions which may arise concerning loan documentation, collateral and payment structure. The CLA is accountable for packaging the original loan documents after signing to be sent to loan services for boarding. The CLA-I position typically works on more basic loan transactions and non-complex loan renewals.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provides the Loan Servicing department with the information necessary to prepare loan documentation. Serve as the primary contact for loan services should questions arise concerning the loan request package.
- Performs initial review of signed loan documents and any necessary additional information required by Loan Services for boarding and submit completed package for final review and boarding.
- Communicates with title companies regarding title insurance and appropriate endorsements on all real estate transactions.
- Ensures the basic customer information such as identity of the document signers, insurance providers and costs and information related to the perfection of collateral are addressed and provided to the loan documentation staff.
- Requests, communicates and reviews information relating to insurance policies for all transactions as required by policy.
- Orders flood certifications as they pertain to real estate loans.
- Communicates with the CLA designated as the Bank's "Appraisal Coordinator" for the engagement of collateral appraisals as required by Loan Policy and Credit Administrator(s).
- Updates computer based programs used to monitor and tracks receipt of financial information on the appropriate software program for existing credits with general direction from the handling Relationship Manager. Prepares financial letter requests to borrowers as needed to obtain financials statements. Submits financial information to underwriter to prepare spreads.
- Initiates all new and renewal loan requests for processing as recommended by the Relationship Manager and concurred in by the Credit Administrator(s).
- Scans all financial information needed for underwriting and any additional documents requested by Relationship Manager or Underwriters into the appropriate software program to process the loan approval.
- Sets up and organizes all new credit files.

QUALIFICATIONS:

- Minimum one year of loan processing experience in a commercial lending environment.
- HS Diploma, some college coursework in related area an advantage
- Proficient computer skills using word processing/spreadsheet pro Microsoft Office Intermediate computer skills using word processing and spreadsheet programs.
- Professional phone and communication skills.
- Must be able to prioritize tasks to meet deadlines and provide excellent customer service.
- General understanding of personal financial statements, tax returns and business financial statements.
- Commercial lending knowledge preferred but not required.
- Establish and maintain effective relationships with those contacted in the course of work.
- Proficiently use a personal computer with a thorough knowledge of Microsoft Office and all applicable applications. Must be conversant with the use of the internet and able to review government and regulatory web sites.

PHYSICAL DEMANDS

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit for prolonged periods. Employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.
- Noise level in the work environment is usually moderate.