

Title: Loan Clerk
Reports To: Loan Department Manager
Department: Loan Department

Major Functions:

Informs members about availability of services provided by the Ukrainian Selfreliance FCU and directs them to appropriate lending staff. Answers basic lending questions from members and prepares a variety of support duties related to the lending functions within the credit union.

Duties/Responsibilities:

- Handles member inquiries about CU loan products and is able to obtain the necessary information and documentation to process any loan products.
- Knowledgeable in obtaining verification of information, such as credit reports, employment verification, bank deposit verifications, real estate appraisals and others.
- Provide administrative assistance to the Loan Manager and staff, including updating loan data in the credit union's computer and assembling documentation for member loans.
- Ensure that loan files contain documents with proper signatures, dates and other relevant data.
- Maintain and verify current insurance policy information on members with mortgage and car loans. Mail notices to members if the insurance policies are not current.
- Prepare and type all the necessary documents for settlement.
- Prepare and coordinate, with our vendors, all satisfied mortgage documents.
- Prepare, on a timely basis, the HMDA Report.
- Maintain and prepare the Pipeline Inventory Register on a daily basis.
- Perform any other tasks or duties as may be assigned by the Loan Manager.

Qualifications:

- Ability to communicate in Ukrainian and in English fluently.
- Must have excellent computer skills.
- Must have excellent written and oral communication skills.
- Willing to attend training seminars and schools, as requested by Management.
- Ability to work with others.