Employment Opportunity Announcement

Position: Loan Processor

Department: Centralized Loan Processing

Date Announced: November 13, 2012

Deadline for Receipt of Request forms: November 20, 2012

Position Description: Duties include processing and preparing loan, renewal and application documents for all types of in-house loans. Answer calls and assist lending staff regarding questions related to loan processing and closing. Coordinate loan closings, order appraisals, title searches and contact attorneys when necessary. Verify accuracy of loan, renewal and application documents. Disburse loan proceeds (on-line entry and wire transfers) when loan assistant is out. Requires knowledge of bank's loan policies and procedures.

Qualifications: A minimum of three to five years of loan processing experience preferred and one to two years of real estate documentation and closing experience preferred. Must be self-motivated, resourceful, creative and attentive to detail. Basic organization, multi-tasking, and problem solving skills are needed along with the ability to work well and remain calm under pressure and meet deadlines. Ability to organize and analyze loan document information, title opinions and commitments. Must have strong computer skills.

Working Conditions: Available to work Monday thru Friday 8am to 5pm. Timeliness of work is crucial to meet deadlines. Team atmosphere.

Application Procedures: Interested employees may obtain and Employment Opportunity Request Form from the Human Resources Office. Completed forms must be submitted to the Human Resources Office no later than 4:00 PM on 11/20/2012. All interested employees will be notified of the disposition of their requests.

Hourly Wage Level: Level I $8.99-$12.02
Level II $11.54-$16.83

First Citizens National Bank

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