

Lincoln National Bank Job Description

Department: Loan Support
Position: Loan Support Clerk
Reports to: Loan Support Supervisor
Pay Classification: Hourly-Non-Exempt

Purpose of Position: The purpose of this position is the completion of the loan process by loading into the system and ensuring the accuracy of the data. In addition reviewing the files to ensure proper regulatory and policy guidelines.

Education, Training & Experience:

- Prefer a high school diploma or equivalent.
- Working knowledge of computer applications such as Word, Excel, Sentryfile, Nupoint (CSI), LaserPro and Centerview.

This position has no supervisor responsibilities.

Physical and Mental Qualifications

- Must sit for extended periods of time (90%)
- Must stand/reach for extended periods of time
- Requires climbing, stooping, kneeling and handling.
- Requires speaking, hearing and seeing.
- Must be able to concentrate on records.
- Must have hand dexterity to operate computer.
- Able to react and adapt to change
- Must be able to lift / carry up to 20 lbs.
- Problem Solving

Essential Job Duties:

- Key on loans and file maintenance
- Review loan input
- Review documentation
- Review file maintenance
- Review cash reserve
- Provide assistance to customers
- Process paid off loans
- Provide assistance to loan officers as needed
- Monitor loan payments (including escrow)
- Reconcile VSI, Auto Sight Draft and Credit Life accounts
- Early Payoff report
- Update Guaranteed Loan report
- Process return mail
- Process Notice of Insurance documents
- BSA responsibilities: Observe loans for any type of suspicious activity. Must be aware of requirements with in BSA policy.

This job description denotes essential functions of the job. Lincoln National Bank promotes an equal opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.

Lincoln National Bank reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.