

PEOPLES BANK AND TRUST COMPANY
JOB DESCRIPTION

JOB TITLE: Collateral Control Clerk
DATE: August 2, 2021
DEPARTMENT: Loan Administration
REPORTS TO: Loan Administration Manager
STATUS: Non-exempt

SKILLS REQUIRED: Must be computer literate and knowledgeable in Microsoft Windows, Excel and Word. Strong organizational/administrative skills. Previous loan documentation and banking experience with Real Estate, Commercial/and or Installment processing preferred. Ability to work in a centralized area with minimal distraction.

JOB SUMMARY: Review all new and renewed loans for documentation accuracy and file exceptions under the guidelines of regulatory compliance and loan policy.

PRIMARY DUTIES:

1. Process all necessary documents for recording with the appropriate agencies.
2. Monitor receipt of all final documents to ensure file completion (i.e., title policies, insurance, tax returns, financial statements)
3. Monitor and follow up on internal & external document exceptions and expiring documents
4. Review new loans reports against loan documents for accuracy
5. Process paid loan files, releasing liens when applicable.
6. Scan loan documents in a timely manner utilizing an automated imaging system
7. File loan files in loan vault
8. Process foreclosure files and track expenses
9. Process participation files and coordinate with lead bank
10. Other duties may include - Perform notary functions
11. Knowledgeable of banking laws and regulations and Bank's policies and procedures including BSA
12. Performs other duties as assigned.

EDUCATION REQUIREMENTS: Requires a high school education or equivalent work experience that demonstrates the ability to read, write, interpret and apply instructions to perform the required activities.

PHYSICAL REQUIREMENTS: Ability to stand, lift, retrieve from high shelves.