

PEOPLES BANK AND TRUST COMPANY
JOB DESCRIPTION

JOB TITLE: Loan Service Clerk
DATE: September 22, 2019
DEPARTMENT: Loan Administration/Loan Servicing Area
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 banking experience with loan servicing and knowledge of loan systems preferred. Experience in loan booking, payment processing, GL balancing and/or past teller experience helpful. Ability to work in a centralized area with minimal distractions.

JOB SUMMARY: Input complete and accurate information on to banks loan system to ensure compliance and proper reporting of the banks loan portfolio and to ensure loan customers information is maintained and reported in an efficient manner.

PRIMARY DUTIES:

1. Input all new, renewed and modification loan documents including installment, real estate, home equity line of credit, Freddie Mac, commercial, letters of credit, participation and leases into the bank loan system along with double checking the input the following day.
2. Ensure proper identification and use of loan system codes; general ledger, collateral codes, loan rate, payment terms, etc.
3. Work daily reports.
4. Process all loan payments, payoffs, advances, verifications and system maintenance.
5. Input and monitor escrow payments.
6. Balance GL's and loan accounts.
7. Order and mail coupon books.
8. Follow up on returned mail.
9. Daily distribution of all system generated notices to appropriate personnel.
10. Perform basic teller transactions, assisting walk-in loan customers.
11. Answer phone calls relating to the loan department.
12. Knowledgeable of banking laws, regulations, Bank's policies and procedures, including BSA.
13. 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, and retrieve files from high shelves.