

**PEOPLES BANK AND TRUST COMPANY  
JOB DESCRIPTION**

**JOB TITLE:** Secondary Market Assistant  
**DATE:** September 2020  
**DEPARTMENT:** Secondary Market Department  
**REPORTS TO:** Secondary Market Manager  
**STATUS:** Non-exempt

**SKILLS REQUIRED:** Must be computer literate and knowledgeable in Microsoft Windows. Ability to use office machines such as copier and scanner. Knowledge of required loan documents. Preferred loan experience.

**JOB SUMMARY:** Processes paperwork for Freddie Mac loans, scans paperwork and maintains files, prepares checks for disbursement.

**PRIMARY DUTIES:**

1. Deliveries Freddie Loans through the selling system
2. Scan all new loans
3. Prepares checks for disbursement
4. Online recording of loan documents (deeds of trusts, releases, etc.)
5. Manage final title policies
6. Gather needed information for audits
7. Assist when needed in loan administration (scanning, disbursement, etc.)
8. Assist on special projects such as board minutes, open house, etc.
9. Help prepare escrowed tax payments
10. Responsible for delivery service release mortgages
11. Knowledgeable of banking laws and regulations and Bank's policies and procedures including BSA
12. Performs other duties as assigned by manager

**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. Should have strong office/clerical skills and be able to use computer.

**PHYSICAL REQUIREMENTS:** Must be able to operate office machines, ability to stand, reach and bend.