



JOB POSTING NOTICE

All applications will be reviewed and selected for posted positions without regard to race, color, religion, national origin, sex, age, marital status, or disability.

Posting Date: January 25, 2010

Job Posting #	Job Posting Dates	Position/Status/Grade	Location
10-008		Loan Assistant I, II, Sr Loan Assistant Full-time Grade: 14-1, 15-1, or 16-1 Salary: \$1988.10 - \$3529.00	S.O. BBC – McAndrews Branch Location, Medford, OR

Summary: *In conformance with established policies and procedures, perform diverse duties in support of and in conjunction with the commercial/consumer loan portfolio maintenance, analysis and credit presentation functions, for one or more loan officers. Provide excellent customer service.*

Relationships:

Reports to: Team Leader-Business Relationship Officer

Contacts: Loan Officers, Loan Operations Department, Branch staff, Customers and, Compliance/Audit Personnel

Duties and Responsibilities:

- *Focus on the customer and provide quality customer service*
- *Answer phones and assist customers with various loan servicing questions*
- *Assist the Commercial/Consumer Lending Officer(s) with their daily workload as required providing clerical/administrative support*
- *Coordinate and compile various loan approval reports, financial spread applications, documentation as required, and other loan reports as assigned*
- *Submit loans for booking to Loan Operations Department, prepare and disburse loan proceeds, maintain existing loan files, perfect collateral, process paid loans, release collateral, perform follow-up on pending ticklers*
- *Process applications for commercial loans, order credit reports, corporate entity verification, UCC filing searches, prepare CR exhibits, analyze data, prepare Loan Document Request form, and submit approve loans for booking.*
- *Maintain a current knowledge of and process work in accordance with Bank policies and procedures*
- *Specifically adhere to the Bank's CIP, BSA and related security procedures*
- *Complete required Compliance training within established time frames*
- *Provide other clerical/administrative support for lending officer(s) as needed.*
- *Performs other duties as assigned*

Sr Loan Assistant:

- *All duties listed above*
- *Request financial updates from borrower(s) /guarantor(s) as required*
- *Maintain financial statement and Loan covenant tracking database*
- *Monitor Financial Loan Covenants for compliance and follow with loan officer and borrower*
- *Monitor Accounts Receivable Lines of Credit and balance Borrowing Base certificates for compliance*

Position Qualifications:

- *Minimum of 2 or more years of loan processing experience or equivalent training in a lending environment Knowledge of bank computer software programs, i.e. Microsoft Word and Excel*
- *Knowledgeable of bank credit policies, procedures and banking regulations.*
- *Excellent organizational skills, detail orientation and ability to work independently.*
- *Ability to work quickly, manage multiple projects and priorities simultaneously.*
- *Ability to function efficiently and effectively under deadlines.*
- *Ability to function in a team environment, be enthusiastic and a team player..*