



Job Title: Part Time-Loan Documentation Specialist
Reports to: Loan Review Officer
Department: Operations
FLSA Status: Non-Exempt

Summary:

Provide support in all aspects of the Loan Operations Department. In particular, this position will scan and file credit and loan documents and works with loan officers and assistants in obtaining files and copies of scanned documents.

Essential Duties and Responsibilities:

- Maintain document image files;
- Maintain credit and collateral files;
- Responsible for processing weekly and monthly reports as delegated by the Loan Review Officer;
- Maintain detailed records on all work responsibilities;
- Maintain the confidentiality of the Bank's customers;
- Remain current on and adhere to all regulatory requirements and training;
- Responsible for providing back up to all other Loan Operations Specialists; and
- Perform all other duties as assigned.

Education/Experience:

High School diploma or equivalent; and 3-5 years related experience or equivalent. Experience and knowledge of commercial and consumer loan documentation including collateral and credit documents is preferred.

Knowledge, Skills and Abilities:

- Effective interpersonal relationships with customers, management and team members;
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages;
- Ability to perform tasks quickly and accurately;
- A thorough understanding and application of all policies, procedures and regulations pertaining to the work of a Loan Document Specialist;
- Ability to operate in a team environment to accomplish shared goals;
- Ability to effectively manage time as related to daily tasks;

Triumph Bank-Loan Documentation Specialist
Updated by: C. Duncan 09/25/2018
Approved by: L. Garrett 09/25/2018

- Ability to solve practical problems and interpret a variety of instructions furnished in written, oral or schedule form;
- Ability to prioritize multiple demands in a high pressure environment while maintaining professional demeanor; and
- Proficient in Microsoft Office programs as well as in house document retrieval and preparation systems and electronic communications.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sit or Stand for extended periods;
- See to read small print or complex reports;
- Effectively communicate orally;
- Manually operate keyboard, mouse and other personal computing devices;
- Manual dexterity to quickly and accurately count cash and coin; and
- Occasionally lift up to 15 pounds.

Compensation and Benefits:

This position is part time and therefore not eligible for group benefits. The Loan Review Officer will evaluate the performance of the Loan Documentation Specialist on at least an annual basis.