



**Job Title:** Loan Documentation Associate  
**Reports to:** Assistant Compliance Officer  
**Department:** Operations  
**FLSA Status:** Non-Exempt

**Summary:**

The Loan Documentation Associate is responsible for processing all internal loan requests from origination to funding by collecting necessary documents and managing the transaction to ensure the closing deadline is met. This position is also responsible for preparing all new and renewal loan documents for all loan requests utilizing internal documents.

**Essential Duties and Responsibilities:**

- Ensure timely and independent processing of loan files (in compliance with all applicable laws, regulations and corporate policies and procedures) from origination through closing;
- Responsible for preparing new and renewal loan documentation requests for all loans utilizing internal documentation;
- Responsible for preparing loan estimate and closing disclosures when applicable;
- Review loan documentation to ensure all compliance regulations are met.
- Review loans for compliance with RESPA, TIL, HMDA, Reg. B, etc. and prepare required closing disclosures and closing packages using designated documentation preparation program;
- Communicate the status of loans with Lenders and closing agents by managing the process flow to ensure deliverables in order to meet the customer's expected closing dates;
- Remain current and adhere to all regulatory requirements and training and Bank Policies;
- Maintain excellent customer relations and the confidentiality of the Bank's customers;
- Attend general banking courses as required;
- Perform all other duties as assigned.
- Review and analyze title, flood and appraisal documents.
- Review underwriting approval to confirm loan request adheres to Triumph Bank's loan matrixes and policies.

**Education/Experience:**

1 or more years of loan processing and documentation experience preferred.  
LaserPro experience preferred

**Knowledge, Skills and Abilities:**

- Effective oral and written presentation skills;
- Ability to demonstrate knowledge of real estate lending practices including federal and state regulations and compliance with respect to RESPA, TILA and TRID;
- Acquire proficiency of Triumph Bank Lending Policy;
- Problem Solving: define, collect data, establish facts and draw valid conclusions;
- Strong relationship building skills and effective interpersonal relationships with management and team members;

*Triumph Bank - Loan Documentation Associate*  
*Updated by: C. Duncan 08/05/2020*  
*Approved by:*

- Considerable knowledge of principles, policies, procedures and regulations of banking;
- Strong attention to detail and accuracy;
- Ability to operate in a team environment to accomplish shared goals;
- Ability to effectively manage time as related to daily tasks;
- Ability to prioritize multiple demands in a high-pressure environment while maintaining professional demeanor;
- Working knowledge of Microsoft Office programs as well as in house document retrieval and electronic communications; and
- Acquire proficiency of all banking 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 eligible for all group benefits of a non-exempt employee as defined in the Triumph Bank Employee Handbook. The Assistant Compliance Officer will evaluate the performance of the Loan Documentation Associate on at least an annual basis.