

JOB TITLE: LOANS OPERATIONS FILE CLERK

Location: Norwalk

Type: Full-Time/ Non- Exempt

Position Summary:

Responsible for the control of loan collateral/legal files and related credit files including imaging and quality control, filing and retention, in addition to other loan servicing/recordkeeping responsibilities.

Qualifications Required:

- High School/GED diploma or equivalent
- Proficiency in using Excel, Word, Outlook and other applicable software
- Minimum of one year experience with quality control and recordkeeping
- Knowledge of image archive systems; scanning, indexing and archiving

Essential Functions and Responsibilities:

- Responsible for maintaining an accurate inventory and tracking of all Collateral and Credit loan files
- Responsible for ensuring the file room is neat and orderly at all times
- Responsible for the review of new Credit and Collateral loan files in accordance with procedures
- Maintain accurate Credit and Collateral loan files including filing of updated information in accordance with Loan Policy and procedures
- Responsible for the accurate and timely scanning and indexing of loan files and related documents received into the Bank's document imaging system in accordance with policy and procedures while maintaining high quality control standards.
- Oversee retention of all Loan Operations related documents i.e. paid off loan files in accordance with federal record retention regulations
- Assist with the retrieval of credit and collateral files in preparation for internal and external audits and examinations and subsequent refileing
- Develop a strong working knowledge of loan documentation based on type of loan