

## **Loan Reviewer I – Job Description Summary**

Under general direction, receive, review, verify, prepare and package loan approval, loan disbursal, loan disbursement and miscellaneous documents: Power of Attorney, Action, etc. for imaging. Verify retrieval and scanning of remitted documents. File returned and received documents in corresponding customer loan file. Create customer loan files. Maintain customer loan files contained in Vault. Release titles/lien documents and process weekly Paid Loan releases. Process releases and confirm data for accurate remittance. Verify and input incoming titles/lien documents and file in corresponding customer loan files. Process letter of guarantee requests and insurance claim settlement requests. Complete monthly Closed Account Reports to include file retrieval and packaging for storage. Process incoming departmental mail and provide support to Visa as required.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment