

Loan Reviewer II – Job Description Summary

Under general direction, receive, review and verify incoming title and lien documents. Maintain and control security of collateral titles, lien documents and other records. Maintain current title and boat documentation procedures for each state and abroad. Ensure update of changes to internal Lien Requirements. Remit proper applications and required fees for perfecting of lien. Resolve routing title and lien recording problems. Respond to internal and external inquires for recording and lien listing. Process letter of Guarantee requests and insurance claim settlement requests. Complete all associated reports and keep management abreast of discrepancies, delays and problems that create risk exposures. Assist with Paid Loan completion. Process paid loan releases. Process incoming departmental mail and provide support to Visa as required. Environment is usually quiet.

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