

Quality Assurance Specialist – Job Description Summary

Ensures loan documents are processed, audited, and electronically and/or permanently filed. Audits loan packages/processes to ensure adherence to departmental policies and procedures. Processes all title work, skip a payments and extension/deferrals. Performs all clerical and support functions for the Lending department.

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