

Legal Secretary/Conveyancing Clerk

SUMMARY:

Assists in the processing of loan department activity.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Conducts personal, or telephone, interviews with applicant to obtain personal and financial data and fills out application for loans. Enters information into computer, and prepares application for approval decision.
- Verifies applicants credit worthiness; by telephone, direct computer access, or letter; by contacting credit bureaus, employers, and personal references to check credit and character of the borrower.
- Assists in the preparation of credit information necessary to establish credit limit, including such factors as applicant's assets, credit experience, and personal references, debt/income ratio, credit score, and other underwriting procedures, based on predetermined standards.
- Provides assistance in filing, inputting data to computer, recording information as required, answering telephones, photocopy, faxing, typing letters, and general office routine.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)