



CAREER OPPORTUNITY NOTICE

The San Jacinto Office is now accepting job applications from qualified individuals for the following position.

CONTACT	LOCATION	DEPARTMENT	JOB TITLE
Tanya Ferraro	San Jacinto	Lending	Loan Servicing Specialist

WEEKLY HOURS	40 hours – Full-time
POSITION DESCRIPTION:	The Loan Servicing Specialist is responsible for performing functions in connection with the Bank’s loan portfolio by boarding loans, processing payments and advances, disbursing proceeds, initiating Fed wires, and maintaining loan servicing for sold and participation loans. Additional duties include reviewing reports for accuracy, filing, and answering phones.
JOB DUTIES:	<ul style="list-style-type: none"> • Prepare advances, post payments, and process loan-related wires promptly. • Board new/renewed loans and manage disbursements, including constant cash and fresh start accounts. • Service participation loans and loans for other institutions, ensuring timely and accurate payment processing. • Respond to inquiries and process paid loans. • Handle UCC filings, continuations, and terminations. • Order tax service monitoring through Lereta and monitor property taxes, hazard, and flood insurance. • Prepare written responses to borrower requests. • Follow loan procedures and maintain knowledge of lending laws and regulations. • Reconcile Loan Servicing general ledger accounts weekly and monthly. • Prepare Participation and Wholesale Agreements for secondary marketing. • Prepare loan documentation using LaserPro software in line with Bank policy and approved loan terms.
QUALIFICATIONS:	<ul style="list-style-type: none"> • 6 months to 2 years cash handling experience. • 2 years loan servicing experience. • 3 years clerical banking experience. • High school diploma or equivalent. • Certified BSA training. • Knowledge of state and federal banking regulations. • Ability to learn Fiserv system within 30 days. • Proficient in customer service, communication, basic computer skills • Ability to manage workflow in a fast-paced environment, prioritize work, and meet deadlines. • Strong teamwork and cooperation skills.
PAY RANGE:	\$20.00 - \$25.00