

TITLE: CONSTRUCTION LOAN CLERK
REPORTS TO: LOAN SERVICING SUPERVISOR
CLASSIFICATION: NON-EXEMPT
LOCATION: Corporate
DATE: 9/1/2020

JOB DESCRIPTION

Summary/Objective

The Construction Loan Clerk is responsible for the oversight of construction loans through final disbursement of builder funds. The position reviews construction contracts and supporting documents to understand project scope, assists with the disbursement schedule, monitors ongoing construction progress, makes disbursements and prepares funds draws.

Essential Functions:

- Review and approve construction contracts, construction prints, cost breakdowns, specifications and other documents.
- Order and review location surveys.
- Organize construction loan inspections. Maintain communication with all other personnel assisting with inspections and disbursement of construction loan funds.
- Disburse construction/repair loan funds in accordance with payout schedule or payment of invoices relative to completed work.
- Monitor contractor information for tax forms.
- Attend and participate in industry-related meetings, seminars and special events pertaining to First Federal's loan programs.
- Handle customer problems and complaints; counsel customers with special problems or disputes
- Ensure a high level of customer service with vendors, builders and customers (internal and external).
- Maintain and update all construction loan packets as needed.
- Assist in monitoring contractors for future projects.
- Monitor and clear loan in process (LIP) accounts, review the daily and monthly reports. Prepare quarterly LIP status reports for management.
- Assist in any other Loan Servicing tasks as needed, including but limited to, loan payoffs, credit disputes, purchased loan boarding and monthly payments.
- Maintain knowledge of lending and corporate policies and procedures.
- Assist with communications between the Loan Servicing Department and branches/departments.
- Compliance with all government regulations including the Bank Secrecy Act and related regulations.

Competencies

- Ethical Practice – Being in accordance with the rules or standards for right conduct or practice; following processes, procedures, policies, laws and regulations that govern the Bank; moral uprightness; honesty
- Integrity –
 - Behavioral: Doing the right thing; acknowledge mistakes and demonstrate accountability for actions;
 - Job based: Ensuring accurate data throughout the organization
- Communication –
 - Delivering Messages: Ability to deliver clear and accurate messages across a variety of

mediums to audiences of all sizes and backgrounds. Ensures that the delivered message is clear and understood by the listener

- Listening: Understands information provided by others. Listens actively and to others' views and concerns. Seeks further information to clarify ambiguity.
- Teamwork – Positively, respectfully and openly participates in the collaborative effort of a group to achieve a common goal. Be committed to building an encouraging, caring, and supportive environment. Provide mutual support; be open minded to other's suggestions and contributions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, talk to hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type

This is a full-time position. Business hours of operation and scheduled workdays include Saturdays.

Travel

- As required

Required Education and Experience

- High School degree or GED required.
- Proficient knowledge of Microsoft Office, particularly Excel and Word.
- Must demonstrate good analytical and mathematical skills.
- Minimum of 2 years' experience in a financial institution.
- Must demonstrate excellent organizational and interpersonal skills.
- Commitment to attend seminars and classes to improve job knowledge and skills.
- Good written and verbal skills.
- Excellent customer service skills
- Must be a Notary Public, or willing to receive Notary Public certification within 90 days of being awarded this position

AAP/EEO Statement

First Federal Savings of Lorain is an Equal Opportunity Employer-M/F/Disabled/Vet

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.