

Consumer Loan File Clerk – Job Description Summary

Provides high quality service, defined as ensuring prompt and accurate loan filing, tracking and imaging, making available to management and staff all supporting loan documents in a timely and professional manner.

Compiles and maintains records of business transactions and office activities. Primary responsibilities include filing and/or imaging loan records and the releasing of liens on non-real estate secured loans within the legally permissible time. Provides information as requested by employees.

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