

## **Quality Control Specialist**

### **SUMMARY:**

Responsible for the development and implementation of the credit union's records retention program. Provides the quality control manager with administrative support, and assists with the implementing of various aspects of the credit union's quality control program.

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

- Completes the quality control checklists in the review of the consumer and mortgage loan files. Ensures all file documentation in complete and correct.
- Prepares a monthly report for management, on all loan files that have been quality checked.
- Ensures efficient operations of the quality control department by maintaining general files, ordering supplies, and performing necessary clerical duties.
- Adheres to the credit union's records retention policy and procedures guideline to effectively maintain records and to ensure full compliance with all applicable laws and appropriate regulatory agencies.

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