



JOB DESCRIPTION

POSITION TITLE: Loan Documentation Servicing Coordinator
SUPERVISOR'S TITLE: SVP/ Loan Operations Manager
DEPARTMENT: Loan Administration
EMPLOYMENT STATUS: Non-Exempt

CORE VALUES

- Committed to making a difference in every interaction, every day
- Relationship driven with customers and staff members
- Demonstrated trustworthiness and integrity
- Hold yourself to a higher standard and demand excellence
- Be responsive and willing to do whatever it takes to get the job done

ESSENTIAL DUTIES & RESPONSIBILITIES:

- ❖ Prepare loan documentation using Laser Pro documentation software in accordance with Bank policy and regulatory guidelines in the timeframe allotted.
- ❖ Responsible for reviewing all supporting documentation submitted to ensure docs are exactly as stated on the approved credit memo.
- ❖ Make sure proper approval authority has been obtained based on the loan type and borrower's current liability.

Additional duties may include:

- ❖ Board the loan onto Loan System, ensuring that the appropriate information is entered in the correct system fields including ticklers and collateral information.
- ❖ Disburse loan proceeds and fees paid per Disbursement Authorization document and/or Final Closing statement.
- ❖ Identify "loans boarded" with "Exceptions to Loan Policy." Place a copy of the Credit Memo in the "Exceptions" binder or other system which accomplishes the task.
- ❖ Call back loans boarded by other team members to ensure accuracy.
- ❖ Responds and researches exceptions reported by loan officers/loan processors; responds to borrower inquiries.
- ❖ Monitor and maintain the loan system for changes to original boarded loan entries including but not limited to "Change in Terms," risk ratings, ticklers update, and etc.
- ❖ Assist with any other servicing actions as time permits.

JOB RELATED QUALIFICATIONS:

Knowledge/Skills/Abilities

- ❖ At minimum 5 years experience in preparing loan documentation in Laser Pro.
- ❖ Computer skills to include use of Microsoft Office products, Laser Pro and other programs as required.
- ❖ Strong mathematical ability.
- ❖ Strong analytical skills, time management, and organizational skills. Ability to handle detail-oriented transactions.
- ❖ Excellent written and verbal communication skills, attention to detail and follow-through.
- ❖ Outstanding interpersonal skills, dedication to teamwork, and enjoys working closely with others.
- ❖ Ability to interact with coworkers, follow directions and work rules, and accept constructive feedback.

Education/ Licenses/ Work Experience

- ❖ High school diploma or GED equivalent required.
- ❖ Three to five years' experience in banking/lending.
- ❖ Experience in a Note Department of a commercial bank, preferred.

Management reserves the right to add/change duties and job requirements at any time. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will".

Bank of Southern California (Bank) is an Equal Opportunity Employer (EEO). It is the policy of the Bank to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Bank will provide reasonable accommodations for qualified individuals with disabilities.