

## FAIRFIELD COUNTY BANK POSITION DESCRIPTION

Department: Residential Mortgage Operations	Incumbent:	Title: Loan Coordinator
Division: Retail Lending	Effective Date: June 7, 2022	Grade: 8N

**As a member of the Fairfield County Bank Team, consider your job description to be the foundation of your responsibilities, not its boundaries. Inherent in every job is support of the Bank's Mission and related values and the following performance dimensions and competencies: Professionalism and Integrity, Customer Focus and Service, Building Partnerships and Teamwork, Persuasiveness and Selling, Communicating with impact, Initiating and Driving for results, and Adaptability and Dealing with change.**

### **PURPOSE:**

Coordinates and prepares loan closing packages to meet bank and investor requirements. Completes Post Closing review and monitors for trailing documents.

### **KEY RESULTS AREAS:**

Reviews title documents  
Close transactions to meet investor and portfolio requirements  
High level of attorney and customer service  
Regulatory compliance

### **SUPERVISED BY:**

Team Leader, Retail Lending

### **SUPERVISES:**

None

### **ESSENTIAL RESPONSIBILITIES**

1. Supports and promotes Bank sales and service culture.
2. Prepare and review loan closing packages according to bank and investor requirements
3. Ensure that closing details comply with all state and federal regulations
4. Perform quality control review of closed loan packages
5. Deliver closed loans to investor and Loan Servicing portfolio

6. Communicates with customers and attorneys. Obtains necessary paperwork from the attorney and or customer to complete the process.
7. Conducts post-closing activities. Assembles and delivers paperwork to Servicing Department.
8. Strong time management skills

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**PHYSICAL DEMANDS:**

Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Satisfactorily completes all required compliance training and complies with all regulations which apply within the scope of the position.**

**OTHER RESPONSIBILITIES:**

Performs other duties as requested.

**EDUCATION AND EXPERIENCE:**

High School Diploma plus specialized courses in business and banking.  
Minimum three to five years residential mortgage lending and closing experience.  
Strong computer skills. Strong organizational skills.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In office and work for home.

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Manager Signature

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Date