THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	00C06916564	DATE POSTED:	11/07/18
POSITION NO:	247379	CLOSING DATE:	11/21/18
POSITION TITLE:	Loan Processor		
DEPARTMENT NAME / WORKSITE:	OOC / Credit Services Department / Window Rock, AZ		
WORK DAYS:	Mon - Fri	GRADE/STEP:	AR58A
WORK HOURS:	8:00 am - 5:00 pm	$ 25,355.20	PER ANNUM
SENSITIVE	☑	$ 12.19	PER HOUR
NON-SENSITIVE	☐		

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐
DURATION :

DUTIES AND RESPONSIBILITIES:

Provides administrative support to the Loan Officers, maintains a tracking system for all loan applications; monitors the administrative review process for loan approvals; schedules appointments with customers to close approved loans in accordance with the Home and Personal Loan Programs Operating Policies and Guidelines; prepares pertinent loan closing documents; computes amortization schedules; process loan checks and discloses content of each document; i.e., promissory note, disclosure statement, amortization schedule, payroll deduction form, etc.; obtains borrower's signature and provides copies of documents to borrower(s); complies and distributes signed payroll deduction forms to respective employers to establish payroll deductions; maintains original loan closing documents in department's secured filling system and in customer's loan files; prepares monthly reports on loan activities and other job performances. Prepares loan activity report and electronically releases updated report to the Credit Reporting Agency on borrowers (loan activity includes delinquencies, bankruptcies, charge-offs, write-offs, repossessions, settlements, etc.); processes and perfects liens for manufactured home with the respective motor vehicle divisions; verifies insurance coverage on pledged collateral; processes leasehold or realty mortgages with BIA Realty or county offices; conducts title searches; orders appraisal reports and release collateral when appropriate. Promotes and maintains good customer relations; provides support to other departmental areas as assigned by the Credit Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of experience in processing loans in a financial institution and in the maintenance of financial records; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of accounting or auditing.
Knowledge and understanding of business systems of financial organizations.
Knowledge in consumer lending, credit reporting, real estate, and related policies and procedures.
Knowledge of modern office methods, practices, equipment, and personal computers.
Knowledge of personal computers, software, and applications.
Skills in computing payments and costs involved in loan transactions.
Ability to deal and communicate both oral, written, and with individuals and groups within and outside the Nation.
Ability to make presentations.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.