THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OOC0697582** Date Posted: **03/11/13**

POSITION NO: **247379** Closing Date: **03/22/13**

CLASS CODE: **3434**

POSITION TITLE: **LOAN PROCESSOR**

DEPARTMENT NAME: **OOC/Credit Services Department**

DEPARTMENT NO: **69** WORKSITE LOCATION: **Window Rock, Az**

WORKS DAYS/HOURS:

Days: **Mon - Fri**

Hours: **8:00am - 5:00pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration:

Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R58A**

SALARY:

$ **22,734.40** Per Annum

$ **10.93** Per Hour

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; schedule appointments with customers to close approved loans in accordance with Home and Personal Loan Program Operating Policies and Guidelines, prepares all pertinent loan closing documents, computers amortization schedule, types checks payable to the Borrower(s) and/or creditor(s); collects applicable loan/filing fees; conducts closing sessions with Borrower(s) by disclosing the contents 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); compiles and distributes signed payroll deduction forms to respective employers to implement authorized payroll deductions to meet pay period endings; maintains original load closing documents in department's secured filing system and in customer's loan files; prepares monthly reports on loan activities and other job performances.

Prepares loan activity information and electronically releases updated report to the Credit Reporting Agency on individual Borrower's that have Home and Personal Loans, loan activity includes delinquencies, bankruptcies, charge-offs, writeoffs, repossessions, settlements, etc,; processes and prefects liens for manufactured homes and vehicles with respective motor vehicle divisions, verifies registration and insurance coverage on vehicles pledged as collateral; processes leasehold or realty mortages with BIA Realty Office or respective county offices, conducts title searches, orders appraisal reports and releases collateral when loan is paid in full.

Promotes and maintains good customer relations, provides support to other areas of the Department as assigned by the Credit Manager.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years experience in processing loans in financial institution and in the maintenance of financial records; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge of processing loan documents, liens, titling and impounds.

Knowledge of principles and practices of accounting or auditing, understanding of business systems of financial organizations, modern office methods, practices and equipment, and personal computers.

Still in preparing a variety of records, reports, and correspondences using computer software, maintaining filing and records systems, following oral and written instructions, operating personal computers, computing payments and costs involved in loan applications in Microsoft Word, Spreadsheet; operation of calculator, typewriter, xerox machine, fax machine, telephone, Motor Vehicle. Ability to deal and communicate with a variety of individuals and groups within and outside the Nation.

Depending upon the needs of the Nation, some imcumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

License/Certification Requirements:

PREFERRED: Valid State/Tribal Driver's License

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***