

LOAN PROCESSOR

DEFINITION: Under general supervision, performs work of moderate difficulty in coordinating the loan process activities of the Navajo Nation Credit Services Program; provides administrative support to the Loan Officers; ensures loan applications are in accordance with applicable policies and guidelines; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Maintains a tracking system for all loan applications; monitors the administrative review process for loan approvals; schedules appointments with customers to close approved loans; ensures loans are closed in accordance with home and personal loan policies and guidelines; computes amortization schedule; prepares all pertinent loan closing documents, including checks made payable to the borrower and/or creditor; collects applicable filing/loan fees; compiles and distributes payroll deduction forms to respective employers; conducts closing sessions with borrowers and explains in detail the contents of each document, i.e., promissory note, amortization schedule, payroll deduction form, etc.; obtains borrower's signature and provides copies of documents to borrower.

Prepares loan activity information on individual borrower's loan ledger and releases updated loan activity to Credit Reporting Agency; electronically transmits loan activity of all borrower's, including delinquencies, bankruptcies, charge-offs, write-offs, repossessions, settlements, etc.; processes and perfects 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 mortgages with BIA Realty Office or respective county offices; conducts title searches, orders appraisal reports and releases collateral when loan is paid in full.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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 and equipment.
Knowledge of personal computers software and applications.
Skill in communication both orally and in writing.
Skill in computing payments and costs involved in loan transactions.
Skill in establishing and maintaining effective working relationships with others.
Ability to deal and communicate with a variety of individuals and groups within and outside the Nation.
Ability to make presentations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in a typical office environment.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) year experience in processing loans in a financial institution and in the maintenance of financial records;

THE NAVAJO NATION

Class Code: 3434
Community and Economic Development Series
Credit and Lending Group
Overtime Code: Non-Exempt
Pay Grade: 58

LOAN PROCESSOR

PREFERRED QUALIFICATIONS:

- Associate's degree in Business Administration, Accounting or Finance.
- Proficient in Microsoft Office software or other computer applications.
- Progressively responsible work experience in processing consumer credit loans.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire

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