

# JOB DESCRIPTION

**General Job Title: Loan Officer II**

**Original Date: 4/12/2023**

**Revised Date: 4/11/2024**

**Basic Function and Scope of Responsibilities:**

**Salary Grade: V**

	Percentage of Time
<ul style="list-style-type: none"> <li>• Interviewing, Processing and Disbursement of Credit Union loan applications</li> </ul>	50-75%
<ul style="list-style-type: none"> <li>• Researching/Compiling background information on loan applicants for credit approval decision</li> </ul>	0-30%
<ul style="list-style-type: none"> <li>• Answering lending questions from members and Employees</li> </ul>	0-25%
<ul style="list-style-type: none"> <li>• Providing Guidance to Loan Officer I and review loans and approve within limits.</li> </ul>	0-25%
<ul style="list-style-type: none"> <li>• Work on special projects to advance the Loan department and other duties as assigned.</li> </ul>	

**Education Requirements:**

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| <input checked="" type="checkbox"/> High School Diploma or GED                    | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses                | <input type="checkbox"/> Master's Degree   |
| <input checked="" type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree   |

**Training, Skills, Knowledge and/or Experience:**

- Minimum of 2 years of experience in lending
- Ability to work with basic mathematical functions such as percentages, ratios, and fractions.
- Demonstrate ability to manage large volumes of work effectively and to work within prescribed deadlines.
- Ability to define problems, collect data and draw conclusions.
- Excellent written and verbal communication skills
- Ability to effectively communicate and interact with internal and external contacts including members, insurance companies, realtors, other staff, etc.
- Must be a licensed South Dakota notary public or be willing to take the necessary steps to obtain the public license within 6 months of hire.
- Must obtain NMLS number to accept mortgage applications.

**Expectations:**

- In addition to the Loan Officer I duties, the Loan Officer II provides guidance and approves loans for Loan Officer I within approval limits and policy/procedure guidelines.
- Works on Department projects and works with COO and executive team to implement new products, services, or increase department efficiencies.
- Train new/ existing Lenders and coach loan officer Is according to Credit Union standard.
- Interviews applicants, examines applications, evaluates credit worthiness, and authorizes or recommends approval of member applications for extension of credit, commercial loans, real estate loans, consumer credit loans, or credit card accounts. May be trained in specialized areas such as business lending / mortgage lending while continuing with consumer lending.
- Interviews members and requests specified information for loan application. Analyzes member financial status, credit, and property evaluation to determine feasibility of granting loan or submits application to Chief Operations Officer for recommendation.
- Corresponds with or interviews applicant(s) or creditors to resolve questions regarding application information.
- Approves loan within specified limits or refers to Chief Operations Officer.
- Ensures loan agreements are complete and accurate according to policy. Answers member inquiries regarding loan products via phone, mail, in person, or text.
- Sells ancillary products including but not limited to Guaranteed Asset Protection (GAP) Coverage, Payment Protection, and Route 66 Extended Warranty (mechanical breakdown coverage).
- Must be able to work and excel in a sometimes-demanding environment with the ability to process and respond to up to one hundred applications per month and some days, several in a day.
- Must be detail oriented and forward thinking to help as many members or potential members as possible while keeping facts and information about each individual application separate.
- Participates in special assignments and projects as requested by the Chief Operations Officer and Chief Executive Officer.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this position.

**Authority:**

Decision Making

What is the nature of the direct supervision that is provided to the incumbent of this position?

-Direct daily supervision is given.

**Supervisory Responsibility:**

No direct supervision

Organizational Structure:

Job Title to which this position reports: Chief Operations Officer, Chief Executive Officer

Job Titles directly reporting to this position: None.

Job Titles indirectly reporting to this position (e.g., Titles reporting to position's subordinates): None

**Working Conditions:**

Normal office environment.

Physical surroundings: Normal Office Setting.

Physical Effort: While performing the duties of this job, the incumbent is required to talk, hear, stand, walk, stoop, and manipulate (lift, carry, move) light lifting up to 50 lbs.

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Domestic/International Travel: As needed.

Extensive Hours: Generally, a 40-hour work week. Frequent overtime. Evenings and weekends as needed.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Explorers FCU, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

Explorers Credit Union is an equal opportunity Employer