

Loan Processor

Department: Loan

Location: Main Office, Lebanon

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Prepare closing documents for the attorney
- Key on loan after closing onto the system
- Process payoffs received through mail
- Prepare reports for the Board of Directors
- Order appraisals, flood certifications
- Filing, maintenance
- Maintains confidentiality to protect the customer and the Bank
- Responsible for learning all duties within the department
- Maintains a professional image both in appearance and conversation.
- Establish an understanding of all LCNB products and be willing to cross sell.
- Provide courteous and efficient service to customers and staff
- Maintain integrity of the Collateral files
- Must be able to handle a high volume of work and multi task