



## **Position Description**

### **Consumer Loan Underwriting Officer (CLUO)**

#### **Identifying Information:**

Department: Consumer Lending Department

Reports To: VP-Consumer Lending Manager or SVP-Director of Retail Lending

Location: Lebanon Operations Center or in a Branch Office (space dependent)

Hours: 40 Hours, 9-5 (Mon-Thurs), 9-6 (Fri), some Saturdays (Exempt)

#### **Summary:**

Consumer Loan Underwriting Officer is responsible for the daily tasks involved in processing and reviewing consumer loan packages (Installment, HE-Loans and HELOCs) to deliver valid credit decisions on Consumer Loan packages according to LCNB Loan Policy and LCNB Bank guidelines for specific loan programs. S/he will evaluate credit worthiness and borrowers' ability to qualify for the subject loan in the amount requested with the collateral desired based LCNB underwriting standards. The Consumer Loan Underwriting Officer is responsible for the daily tasks involved in processing Business Banking loan packages.

#### **Essential Duties and Responsibilities:**

- Complete analysis of loan packages to deliver valid credit decisions
- Perform timely reviews of stipulations/conditions submitted
- Review loan package as submitted by Loan Officers and provide loan approval with conditions to close or underwrite and process loans beyond the position authority to be approved.
- Discuss any issues with Loan Officer and/or Senior Underwriter or Management
- Keep up with changes in policy, guidelines, legal, and other compliance related issue
- Maintain open line of communication with Loan Officers on files
- Provide stellar customer service to internal customers by effectively explaining credit decisions
- Provide training when appropriate to processors and lenders

#### **Required Traits/Behavioral Competencies:**

- Ability to accurately analyze financial data
- Ability to examine loan documentation for accuracy and completeness
- Ability to read and interpret and relate requirements to the loan being underwritten
- Ability to work effectively with loan originators and production staff to acquire all required documentation
- Excellent and effective oral and written communication skills with internal and external customers
- Working knowledge and experience with industry-related software and programs
- An active listener and communicator; seeks to understand the perspective of others before making decisions that will affect others
- Believer in systems and continuous improvement. Ability to design and implement efficient and effective processes
- Strong work ethic; ability to work overtime as necessary to achieve desired results
- Leads by example

#### **Qualifications/Education/Experience:**

- +5 years of experience underwriting installment or consumer loans
- Knowledge of retail lending concepts and principles as required, along with formal training in personal financial analysis and tax return analysis is desired.
- Associates Degree or equivalent experience or formal training.

**Job Competencies/Skills:**

- Knowledge of credit underwriting and property evaluation and consumer loan principles and concepts
- Knowledge of retail lending concepts and principles
- Thorough understanding and strong working knowledge of credit, underwriting, credit policy and financial statement analysis
- Strong credit, risk analysis, and analytical skills
- Strong PC Skills (Loan Operating Systems, Adobe, Microsoft Windows Office Products, etc.)
- Auditing and Quality Control training is desired
- Knowledge and familiarity with fraud detection techniques

**Physical Requirements:**

- Must be able to remain stationary position up to 50% of time
- Must be able to lift up to 10 lbs.

**Work Environment:**

- Office setting
- Full time