



Valid through 7/31/2015

The following position(s) are currently open.

If you are interested and meet the criterion for the job opening, email your resume to Darlene Mack, Human Resources Manager at dmack@cortland-banks.com or fax to 330-638-4907. The Bank retains the right to change the terms and conditions of the position(s) at any time.

POSITION TITLE: Part Time Loan Service Clerk

POSTING NUMBER: #2014-40 **DEPARTMENT:** Loan Operations

Work Hours: Work Days:

25 hours weekly Monday through Friday

JOB OBJECTIVE (Purpose of the position): The purpose of the position is to provide customer service, regarding loan questions; payoffs, payment postings, collateral and assure our loan customer that their accounts are being handled properly.

ESSENTIAL JOB FUNCTIONS:

1. Customer service – Answering phone calls on loans, for customer and employees
2. Processing payoff information for customers or third parties
3. Processing Payment books and mailing payment statements
4. Filing: Filing loan documents at origination and as received from borrowers, title companies, court house, etc.
5. Balancing Mortgage Filing Fee Account
6. Paying approve invoices for recording fees (legal fees)
7. Scanning financial documents, loan documents, maintenance documents
8. Lock Box item processing
9. Check scanned documents that have been scanned by others
10. Copy, fax
11. Update excel worksheets

Physical, Mental and Performance Requirements (in performing Essential Job Functions):

Physical Requirements: Frequently: sitting, standing/kneeling, walking, lifting and carrying approximately 5 lbs., push and pull file boxes, bend, stoop, balance, crouch, crawl, reach, speak clearly, hear, see & have depth perception and color vision.

Mental Requirements: Frequently thinking analytically, using effective verbal communication, handling stress and emotions, concentrating on tasks, remembering names and details, adjusting to change and examining/observing details.

Performance Requirements: Frequently staying organized, meeting deadlines, attendance, working effectively with co-workers, using keyboard, writing, using math/calculations

NON-ESSENTIAL FUNCTIONS: (Marginal tasks performed by the employee):

Back-up duties of loan service clerks

Assist in “special projects” as needed

Research Account Problems, process paid out loan, process general ledger tickets (as knowledge of the department operation increases)

Accountability and Goals:

Handling customer inquiries and processing payoffs

Trouble-shooting problems with loans, quoting credit ratings, getting requested information/files for branches and customers.

Processing paid mortgage & installment loans, including lien cancellation and return of paid notes & collateral to customers.

Exception List: data entry of exceptions for each loan that would require titles, UCC's title insurance or mortgages into the system for all loan types.

Tracking when information comes into Bank and removing from proper lists.

Scanning.

Critical Skills/Expertise (Needed for this job, specifically):

Organizational skills Typing/Filing skills

Telephone skill Computer skills

Accounting skills

Job Location(s) (Place(s) where work is performed):

Cortland Main Office. Cortland Banks reserves the right to assign you to other office locations and/or positions when it deems necessary.

Equipment (Machines, Devices, tools, etc. used in job performance):

Calculator

Computer

Equal Opportunity Employer M/F/D/V/