

Bank of the Ozarks
Job Description

Job Title: Loan File Processor
Classification: Non-Exempt

Job Purpose and Scope:

Performs all aspects of preparing, scanning and electronically verifying loan documents.

Essential Job Functions:

1. Ensure all customer information and individual loan packages are organized.
2. Assemble documents for each loan package in the defined order.
3. Scan all documents in the defined order.
4. Ensure all documents are scanned, captured and legible.
5. Link scanned documents to the correct customer's file.
6. Distribute electronic documents to correct staff when needed.
7. Maintain customer confidentiality at all times.
8. Maintains good punctuality and attendance to work

Marginal Duties:

1. Assist with various loan related projects
2. Provide assistance to others in the department as needed

Knowledge, Skills & Abilities:

1. Strong computer skills, including experience with Microsoft Word and Excel
2. Strong written and verbal communication skills
3. Ability to multi-task
4. Ability to work under general supervision
5. Ability to work well under pressure and with deadlines
6. Strong attention to detail
7. Ability to follow policy and procedure
8. Knowledge of clerical and administrative procedures

Basic Qualifications:

1. 1 year experience with computers, including experience with Microsoft Word and Excel
2. High school diploma or equivalent

Equipment Used in Job Performance/Working Environment:

1. Computer
2. 10-Key Calculator
3. Photocopy Machine
4. Facsimile Machine
5. Telephone
6. Scanner

Major Job Demands (Physical/Mental):

1. Decision Making
2. Problem Solving
3. Managing multiple priorities

Note: This description is not an exhaustive list of all job functions, duties, skills and job standards required. Other job functions, duties, skills, and standards may be added. Management reserves the right to add or change the job requirements at any time.

Employee Certification

I have read and reviewed my job description with my supervisor. My supervisor has explained to me the essential functions of my job. I understand that these functions are not exhaustive and are subject to change during the course of my employment.

Employee Name (Print)

Employee Signature Date

Supervisor Signature Date