

**The Eastern Colorado Bank  
LOAN SPECIALIST JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Loan Specialist</b>	<b>LOCATION:</b>	<b>Cheyenne Wells, CO</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>REPORTS TO:</b>	<b>AVP-Loan Operations</b>
<b>SEGMENT:</b>	<b>Loan</b>	<b>WAGE RANGE:</b>	<b>\$15.00-\$18.00 per hour dependent on level hired \$1.00 per hour additional pay if Bilingual in English &amp; Spanish</b>
<b>CATEGORY:</b>	<b>Full Time</b>	<b>TRAVEL REQUIRED</b>	<b>0-5%</b>
<b>SHIFT:</b>	<b>Monday-Friday; 8:00 a.m.–5:00 p.m.</b>	<b>DATE:</b>	<b>January 5, 2022</b>

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**SUMMARY**

The Eastern Colorado Bank is seeking a full-time **Loan Specialist**. We are looking for an outgoing, energetic person comfortable with multitasking and adapting to a wide variety of lending tasks. Applicant must be detail oriented and possess a high level of organizational skills. Applicant must be able to provide superior customer service to existing and potential customers.

The Loan Specialist position has four (4) levels, increasing in expertise and complexity. The salary range encompasses the starting salary for each of these levels. Previous lending experience may qualify a candidate for consideration for a higher level. If hired, each Banker is evaluated semiannually for advancement.

- Level 1 - Associate Loan Specialist
- Level 2 – Loan Specialist
- Level 3 – Loan Specialist II
- Level 4 – Senior Loan Specialist

**ESSENTIAL DUTIES OF THE LOAN SPECIALIST POSITION**

Performs various duties to ensure that customer service; loan processing and general office duties are being performed. Work with all loan officers to process and close loans in an effective and functional manner. Monitor and file the necessary documents to perfect liens and work with the Loan Document Specialist to minimize exceptions.

Primary Duties:

1. Customer Service – Answer Phones, Take messages, Process loan payments, and loan advances, monitor accounts, do transfers and take deposits.
2. Loan Processing – Process Commercial, Consumer and Real Estate Loans, have the ability to complete the necessary documentation needed for each type of loan processed and close the loan transaction with customers.
3. General Duties – Generate reports, put together loan files, filing documentation, work with loan officers to keep loan files up to date with proper documentation and complete other misc. duties as assigned.

Must be able to demonstrate proper office skills that include typing, filing, phone etiquette, etc. Must have moderate proficiency with computers and experience with Word, Excel, Power Point, etc. Must be able to pick up information quickly and process loan documents free of errors in a timely fashion. Must have a personable attitude and can work well with the public and co-workers.

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Management reserves the right to change this position description at any time according to business needs.  
The Eastern Colorado Bank is an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.