



LOAN OFFICER

WHY LAFCU?

LAFCU is a credit union that's been serving our community for over 80 years. We have recently expanded to provide financial services to people and business across the entire state of Michigan. We are very involved in serving our community and proudly donate close to \$100,000 back to our community every year; whether we're feeding the hungry, having clothes and toy drives, building a habitat house, providing financial education to schools, paying for our community to take their families to the zoo; you'll see LAFCU rolling up our sleeves and giving back.

We also provide relevant products and services such as debit and credit cards, technology loans, savings accounts, auto loans, mortgage loans and many more.

SUMMARY

Examines, evaluates, approves/denies member applications for all phases of the Consumer and Real Estate loan programs by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the development and implementation of loan programs.
- Establishes limits on Lines of Credit and Credit Card applications.
- Approves consumer and real estate loans within the guidelines and policies prescribed by the Credit Committee.
- Analyzes applicant's financial status, credit, and property evaluation to determine feasibility of granting loan.
- Prepares reports as assigned by VP of Loan Services.
- Approves loan extensions and releases of collateral.
- Cross sells Credit Union products and services to meet Members' needs.
- Meets established individual and departmental goals.
- Issues and disburses loans, as needed.
- Audits loan documents and Member information in system for accuracy.
- Processes payoffs from dealers or other financial institutions.
- Prepares lien terminations and releases of collateral.
- Maintains loan filing system, as assigned.
- Provides financial counseling to members when necessary.
- Provides loan information to members.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Under Michigan law, a person with a disability needing a accommodation for this

position must notify the employer in writing within 182 days after the need is known or reasonably should have been known that an accommodation was needed.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); five years' experience and/or training in consumer lending practices and procedures (secured and unsecured loans, open-end and closed-end loans) including interviewing applicants, document preparation, credit report evaluation; two years' experience in Real Estate Lending; successful completion of compliance modules for Reg. B, Reg. Z, HMDA, RESPA, Fair Lending; working experience with PC, including, but not limited to word processing; or equivalent combination of education and experience are required. Successful applicant must successfully complete additional compliance modules for HMDA, RESPA and NFPA within forty working days of acceptance of the position.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members, Credit Committee and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to complete tasks and job functions accurately and efficiently; ability to cooperate with members/customers and co-workers in a professional manner; ability to accept and carry out new duties; demonstrated commitment to member service in accordance with Service Plus standards; demonstrated ability to use sound judgment in decision-making based upon level of responsibility. A positive attitude and dependability are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.