**First State Bank & Trust**

**Job Title:** Secondary Market Loan Processor

**Department:** Retail Lending

**FLSA Status:** Non Exempt

**SUMMARY**

Has responsibility for managing the processing and closing process for Secondary Market and In Bank real estate loan files. Considered an experienced Secondary Market processor who can handle complex tasks and accounts.

Processes initial application documentation for all consumer real estate transactions including Secondary Market, In Bank, Construction, Bridge, Home Equity, and Land Loans.

Reviews residential loan application file to verify that application data is complete and meets Bank standards including type and amount of mortgage, borrower assets, liabilities, and length of employment.

Submits file to underwriting team and is responsible for working required conditions to obtain approval.

Communicates with internal customers regarding documentation for loans and status of loans.

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Enters loan closing information into mortgage computer systems.

Coordinates communication with customers on closing dates, on preparation of closing disclosure, loan documents, and settlement process for transactions for Retail loans including Secondary Market, In Bank, Bridge Loans and Land Loans.

Openings are available for regular or temporary and full or part-time. Experience preferred. Please e-mail your resume to [kathyy@firststateks.com](mailto:kathyy@firststateks.com)

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