



Job Title:	Loan Scanning Assistant	Reports to:	Loan Administration Director
Department:	Loan Administration	Location:	Wardsville
Status:	Hourly/Part-Time	FLSA:	Non-Exempt
Schedule:	Monday through Friday	Hours:	Works a maximum of 30 hours/week
Travel Required:	Occasional		

Job Summary:

The Loan Scanning Assistant is responsible for scanning and filing all loan documentation in a timely and accurate manner.

Essential Functions

- Prepare and organize loan documentation for scanning
- Use the bank's scanning equipment and software to scan a large volume of loan documentation
- Review scanned images for quality and legibility
- Index loan documentation per the organization's guidelines
- Accurately file all hard copies of the bank's loan documentation
- Check, clean, and maintain scanning equipment as needed
- Other duties as assigned by supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

- Interacting with Computers – Using computers to complete the scanning process, enter data, retrieve information from the core system, and to receive and send email
- Communicating, Speaking and Active Listening with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person
- Confidentiality

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School or education equivalent
- Minimum 1 year of office, scanning, or loan documentation experience

- Years of experience maybe substituted for education requirements or related work experience
- This job requires skills needed in a typical office environment. This includes computer skills, communication skills, as well as utilization of office equipment

WORKING ENVIRONMENT:

The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

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, talk, or listen
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding, handling of equipment, etc.
- The employee is frequently required to stand, walk, reach, bend, or kneel
- The employee must occasionally lift and/or move up to 20 pounds
- The noise level in the work environment is usually low to moderate

ADDITIONAL NOTES:

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Revision Date:	07/02/2020
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