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# Example of Loan Document Specialist Job Description

Our innovative and growing company is looking to fill the role of loan document specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for loan document specialist

* Reviews loan documents to ensure documentation is approved an in compliance with regulations and company policy
* Conducts reviews of perfected loan documents to verify accuracy and compliance with regulations and bank policy
* Provides customer service support primarily to internal customers
* Maintains knowledge of current lending policies, procedures and regulation
* Accurately enters collateral data into collateral management system
* Remains up-to-date on all documentation, regulatory, and lien perfection requirements in order to ensure loan quality
* Cross-trains on all area support duties
* Obtain and analyze information necessary to process mortgage applications, including credit reports, income documentation, assets, title work, appraisals, and any other pertinent information
* Effectively communicate with underwriting, docs, funding, post-closing and other internal departments to ensure loans are completed accurately and are sufficient for purchasing
* As a DCS Document Review Specialist, you will be reviewing mortgage documents from various customers of Document Custody site

## Qualifications for loan document specialist

* Minimum four years residential real estate closing experience, or combined closing and post closing review, preferably in a high net worth environment
* Commercial loan processing and/or closing experience
* Must know commercial loan documents and OnBase
* Basic knowledge of balancing or bookkeeping
* Knowledge of all types of consumer and commercial collateral security, including real estate, and lien perfection requirements (2 years)
* Knowledge of loan compliance regulations (2 years)