



Example of Loan Documentation Specialist Job Description

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Our innovative and growing company is hiring for a loan documentation specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for loan documentation specialist

- Maintain a specialized knowledge of the documentation department's function, terminology, policies and procedures, and related laws and regulations at the local, state and federal levels
- Prepare and/or track various information for reporting
- File UCCs, Deeds of Trust for recording via automated system or county
- May confirm that all required coding and risk management information is present
- Communicates to lender any issues affecting loan closing
- Utilizes intranet-based DAC Tracking tool to track productivity and workflow
- Prepare loan documents upon receipt of request from the Lender
- Work with Bank's (Medici) software and other related programs to create documents
- Produce and review departmental reports submitted to lenders and senior management
- Supervise work of Documentation Clerk

Qualifications for loan documentation specialist

- 2-4 years of loan preparation and processing experience
- Strong aptitude to identify and resolve problems in a timely manner
- Ability to handle various multiple daily tasks

Microsoft spreadsheet, word processing, and electronic mail, software applications

- Basic computer knowledge is essential
- Ability to handle large volumes of work while meeting deadlines