



LOAN SUPPORT Processor

Princeton, IL Branch

JOB TYPE: *Full Time*
Monday through Friday
In-Office Position

FUNCTION OF JOB

The Loan Support/Processor performs a variety of loan clerical and administrative duties related to the processing, servicing and closing of loans for all loan officers.

MAJOR DUTIES & RESPONSIBILITIES:

1. Perform the following loan processing duties:
 - a. At the direction of the loan officer, prepare all new and renewal loan documents, security documents, and other information pertaining to a loan request and loan type, application documents through closing documents.
 - b. Order appraisals, title work, flood determinations, title insurance policies, tax service requests and credit reports in regards to loan requests.
 - c. Process vehicle title correction forms in relation to new loans
 - d. Coordinate closing with customers, attorneys and realtors as directed by the Loan Officer.
 - e. Prepare and process wires for loan closings
 - f. Review new loan files to ensure adherence to bank policies and procedures, regulations and compliance.
 - g. Prepare and record the appropriate documents such as UCC's, Fixture filings, Mortgages, and Mortgage Releases with the proper agency.
 - h. Create and maintain loan files with all necessary loan documentation in the appropriate locations within a loan file and in ELF.
 - i. Prepare loan tickets through teller capture for accuracy for loan processed.
 - j. Prepare Adverse Actions at the direction of the loan officer and send to Loan Adverse Action processing group
 - k. Prepare and input HMDA documentation for new loans and adverse action loans for file scrubs
 - l. Follow up on any monitoring items after loan closes
2. Perform the following administrative duties:
 - a. At the direction of the loan officer, prepare financial statement request letters and mail to loan customers and maintain monitoring for requests
 - b. Process daily mail for the loan department
 - c. Prepare Loan Committee information packet each week for committee meetings.
 - d. Maintain the UCC Monitoring System for all UCC's by expiration date and prepare continuations, extensions, releases, terminations, and assignments on a timely basis.

- e. Maintain an on-going pending file documentation list for files. Document follow-up will be reviewed on a weekly basis to confirm receipt of such documents
 - f. Assist with insurance received through daily mail and emails along with assisting to maintain the Insurance Monitoring spreadsheet on a daily basis and the filing of all current insurance policies received in ELF.
 - g. Process force placed insurance requests at the direction of the loan officers
 - h. Process payoff letters for all loan types through Compass and/or Mortgage Servicer.
 - i. Process payments for all loan types which include commercial, consumer and mortgage payments (including secondary market loans)
 - j. Complete loan maintenance requests and direct to the appropriate servicing or operations department
 - k. Prepare information for audit and exam requests
 - l. Prepare reports as needed for the loan department
 - m. Process paid off loans using the Paid-Off Loan Report to mail paid notes to customer, release any necessary collateral back to the customer, file closed loan documents in appropriate ELF file and pull from physical loan file.
 - n. Complete general filing as necessary to loan files and ELF.
 - o. Attend compliance trainings and webinars as directed
 - p. Complete required online trainings as directed
 - q. Develop and retain a working knowledge of lending compliance
3. Perform the following customer service duties:
 - a. Assisting customers with any loan transactions or answer and questions they may have.
 - b. Provide prompt and accurate customer service to all loan customers by answering incoming calls and requests, replying to customer emails, or meeting with lobby customers.
 4. Assist immediate supervisor, loan officers and all other bank employees in other areas as requested.

EXPERIENCE & KNOWLEDGE

The successful candidate must have a minimum of a high school education/graduation and preferably at least one (1) through two (2) years of experience in banking or related experience in another company.

BENEFITS*

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Vacation & Paid Time Off (PTO)
- Parental Leave
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay

- Logo-wear Stipend

COMPENSATION

The pay range for this position is \$16.62 to \$22.00. Please note that the pay range provided is a good faith estimate for the position at the time of posting. Actual compensation will be dependent upon factors, including but not limited to the individual's qualifications, experience, knowledge, skills, and abilities.

Interested applicants should send resume and cover letter to:

Central Bank Illinois
Heidi Franklin, AVP-Branch Loan Operations Officer
317 S Main St
Princeton IL 61356

Or email to: recruiter@central-bank.com.

Posted 8/26/2025

Equal Opportunity Employer

**Some benefits have an eligibility waiting period*