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Loan Document Specialist III

Employer

RCB Bank
126 S Summit St
Arkansas City, KS 67005
316.247.7696

Position Information

Job Title: Loan Document Specialist III

Employment Status: Full-Time

FLSA Status: Non-exempt

How to apply: Online

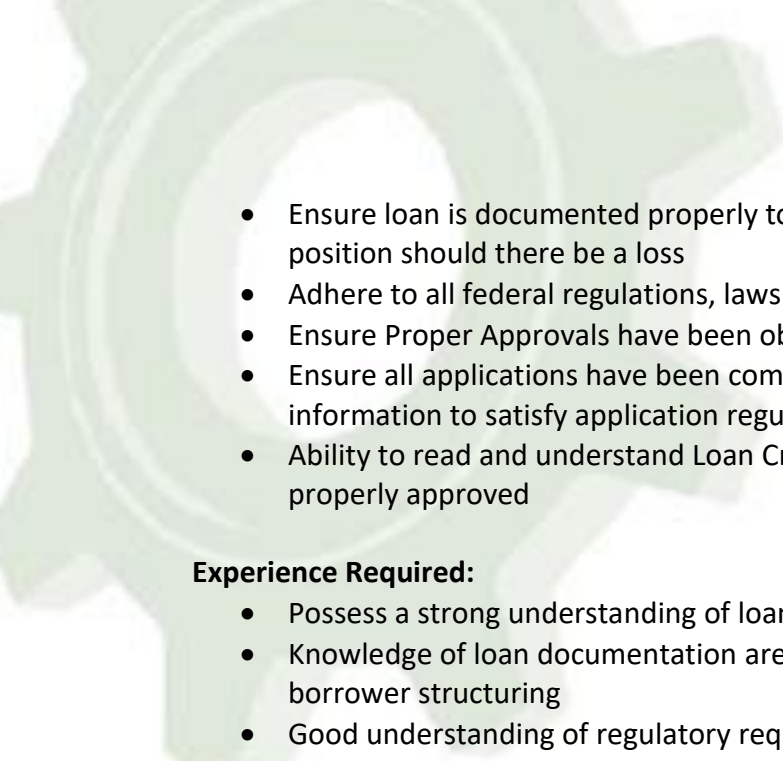
RCB Bank has been a responsible employer since 1936, standing firm on moral and ethical principles as a bank and as an inclusive employer while fulfilling our commitment to excellence. Operating with values such as integrity, respect, sincerity, and honor, RCB Bank is an equal opportunity employer, striving to hire diverse employees who meet high standards of character, education, and occupational qualifications. RCB Bank is dedicated to building Relationships, contributing to our communities, and embracing our Boldness! With over 60 locations, RCB Bank offers a variety of excellent career opportunities in Oklahoma and Kansas. We offer full-time and part-time opportunities along with a comprehensive benefit package (eligibility requirements apply).

Job Description:

Responsible for building consumer non real estate loans and real estate loans (TRID), commercial Airplane Loans, commercial AG non real estate and real estate loans, Loan Subordinations, Loan Participations, and both non real estate and real estate Letters of Credit from start to finish utilizing both Decision Pro/CSM and the Laser Pro program using information provided. Persons in this position will also train new hires and provide assistance and loan reviews for those newly hired in the department.

Essential Functions:

Utilize a direct line of communication with the lenders and Administrative Assistants in developing loans

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- Ensure loan is documented properly to secure the Bank's interest in the collateral position should there be a loss
 - Adhere to all federal regulations, laws and Bank policies
 - Ensure Proper Approvals have been obtained
 - Ensure all applications have been completed and signed with all the required information to satisfy application regulations
 - Ability to read and understand Loan Credit Memos to effectively know if a loan has been properly approved

Experience Required:

- Possess a strong understanding of loan structuring
- Knowledge of loan documentation areas including: collateral perfection and corporate borrower structuring
- Good understanding of regulatory requirements for consumer and commercial Agriculture, real estate, non real estate and HELOC loan types
- Laser Pro experience is preferred
- At least 1 year Banking Experience and at least 4 years Commercial and Real Estate Loan Experience required

Education, Certifications & Training:

- High School diploma or GED required

Job specific skills & knowledge:

- Ability to perform work efficiently under deadlines in a fast-paced environment
- Ability to effectively communicate with loan officers and Administrative Assistants and offer assistance in building loan packages
- Excellent interpersonal, verbal and written communication skills
- Working knowledge of applicable PC programs: MS Windows, Microsoft Word, Excel, PowerPoint and Outlook

Application Instructions:

To be considered for an interview - please complete an application on: [RCB Bank.com/Careers](https://www.rcb.com/careers) for a Job/ look for the position by title or location.

