

Complete appropriate paperwork on approved loans and communicates status to appropriate credit union personnel.

Serve as new account representative regarding credit union services including opening and closing of accounts, certificates, and IRA's.

Follows security measures enforced by Federal, state, and/or TEXAR Federal Credit Union regulations, policies, and procedures. Adheres to all confidentiality procedures and practices to ensure member confidence.

Utilizes DocuSign to ensure prompt delivery of lending and account documents to members.

Process debit cards and perform maintenance for changes, additions, and deletion of cards.

Follows security measures enforced by Federal, state, and/or TEXAR Federal Credit Union regulations, policies, and procedures. Adheres to all confidentiality procedures and practices to ensure member confidence.

Utilizes DocuSign to ensure prompt delivery of lending and account documents to members.

Maintain all forms and supplies for the different services offered.

Use sound judgment when completing and processing loan applications.

Follow security measures enforced by Federal, state, and/or TEXAR Federal Credit Union regulations, policies, and procedures. Adhere to all confidentiality procedures and practices to ensure member confidence.

Help maintain the organization of the file room and loan records.

Read trade association journals in order to stay current in all areas of credit, finance, and the credit union industry.

Attend all required meetings and seminars.

Complete required annual training and adhere to all Credit Union policies and procedures, including but not limited to BSA, MIP, OFAC, Privacy and Electronic Use.

Perform other related duties as required and assigned.

KNOWLEDGE AND SKILLS

Strong knowledge of sound lending practices, State and Federal regulations, and TEXAR Federal Credit Union policies and procedures.

Ability to apply logic to define problems, collect data, establish facts, and draw conclusions.

Ability to interpret instructions and can deal with multiple variables.

Ability to prepare business letters, proposals, summaries, and reports in a professional and succinct manner.

Professional appearance, demeanor, and dress.

Strong analytical skills.

Excellent oral and written communication skills.

Solid interpersonal skills.

Basic knowledge and use of Microsoft Office Suite and other office equipment.

Strong computer skills.

Effective time management and project management abilities.

Ability to function and form decisions with little to no supervision.

EDUCATION AND EXPERIENCE

Two (2) to four (4) years experience, or any similar combination of education and experience.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Talking:	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
Average Hearing:	Able to hear average or normal conversations and receive ordinary information
Repetitive Motion:	Movements frequently and regularly required using the wrists, hands, and/or fingers.
Average visual abilities:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
Physical strength:	Sedentary work; sitting most of the time. Exerts up to 10 lbs of force occasionally.
Finger Dexterity:	Using primarily just the fingers to make small movements such as typing, picking up small objects, pinching fingers together, feel objects, tools, or controls.

WORKING CONDITIONS

No hazardous or significantly unpleasant conditions. Noise level is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Position descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I have read and received a copy of the position description.

Employee

Date