

# SADDLE UP FOR SUCCESS



Position: Loan Processor  
Range of Pay: \$12.84 to \$17.99 per hour  
Benefits: Yes  
FLSA Status: Non-Exempt  
Employment Status: Full Time

## ABOUT UNIWYO FEDERAL CREDIT UNION:

HOMETOWN VALUES...WORLDWIDE ACCESS.....LIFELONG RELATIONSHIPS

For over 62 years UniWyo Federal Credit Union has been diligently serving the Laramie Community. What was started by nine University of Wyoming employees has grown into a premier financial institution serving over 24,000 members in 200 different member groups. This credit union was built to provide an enormous amount of value to the members through low loan rates, high dividend rates, and low cost services.

As committed as we are to serving the members of UniWyo we are just as committed to creating one of the best work environments in the Laramie Community. In fact we believe that these two things go hand in hand. UniWyo features an extremely open work environment, full of opportunity and challenge. UniWyo also offers a full benefit package which will allow you to maximize your life and LIVE LIFE BOLDLY®.

**EXAMPLES OF DUTIES:** Responds to questions from members on loans and loan rates. Processes member life and disability insurance coverage. Assists with resolving life and disability insurance coverage issues. Gathers financial information on members to determine eligibility of loan amounts. Collects, reviews and verifies documents for accuracy and completeness. Performs a variety of secretarial, clerical and related duties.

Validates and verifies all loan application information. Prepares and processes loans. Coordinates the disbursement of loans. Orders and prepares credit reports. Disperses and books loans. Provides applicable loan maintenance. Prepares and reviews loan files for completeness and accuracy for auditing. Provides lending staff support. Is responsible for loan payoffs.

Communicates with all parties to the transaction on the updates of the loan. Prepares and delivers closing documents to escrow for settlement. Identifies member's needs and directs them to appropriate departments. Evaluates and promotes products that may be beneficial to members. Responds to inquires made in writing, by phone and/or in person.

Performs a combination of correspondence related functions. Types letters, memoranda, reports and other materials from drafts or as instructed. Compiles information and routes to appropriate departments. Creates, updates and maintains all loan records, files and computer documents. As required assists with researching payment histories. Creates, updates and generates announcements and advertisement for public awareness.

Responsible for compliance with the Bank Secrecy and Anti Money Laundering Acts including monitoring for such illegal activity as it applies to this position.

Performs other duties as assigned or required.

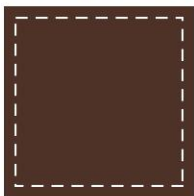
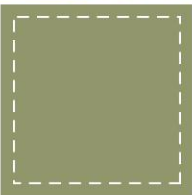
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## KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of applicable credit union rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of the Credit Union's policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of customer service.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in establishing and maintaining effective working relations with co-workers, other UniWyo FCU employees, representatives from other credit unions, general public and/or others having business with UniWyo FCU.
- Skill in operating a personal computer utilizing a variety of software and operating systems/applications.



## MINIMUM QUALIFICATIONS:

A high school diploma or GED **AND** one (1) year of relevant clerical, banking, member service or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## Additional Requirements:

Must be able to obtain and must maintain certification as notary for the State of Wyoming within six (6) months of employment.

Must be proficient in word processing and current spreadsheet software.

Must be able to type 55 words per minute.

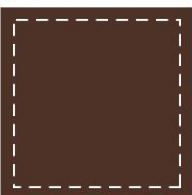
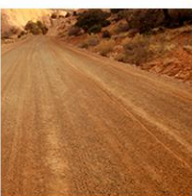
May be required to move and/or transport heavy, bulky supplies, materials and/or other items weighing up to 40 pounds.

May be exposed to potential physical harm and infectious diseases.

May be required to work outside the traditional work schedule.

## How to Apply:

An application is required through the UniWyo FCU Human Resources, 1610 E. Reynolds St., or [www.uniwyo.com](http://www.uniwyo.com). Interested applicants in need of reasonable accommodations may call Human Resources at 307-721-5647. Application Deadline: 09/05/16. EOE/ADA employer.



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