



CITY STATE BANK

**WE'RE
HIRING**



Loan Documentation Specialist

FULL-TIME POSITION - NORWALK

DESCRIPTION OF POSITION FUNCTION:

1. Preparation and review of loan documents in accordance with bank policies and procedures and in compliance with regulatory requirements.
2. Perform research and discuss loans with lenders with confidence and knowledge.
3. Independently work within a range of complexity of documentation including consumer, residential, commercial, and agricultural loans.
4. Timely delivery of documents while maintaining accuracy.
5. Completing review and input of loan data to the core as well as maintenance to existing loans.

JOB SKILLS AND QUALIFICATIONS REQUIRED:

- Associates degree or equivalent work experience
- Excellent communication and interpersonal skills
- Ability to work independently and collaboratively as the situation dictates
- Proficient in Microsoft Office products and Internet Applications

TO APPLY



Stop in to pick up an application at any of our bank locations.



Email completed application to Patty Olson at polson@citystatebank.com



Call Patty Olson or Melanie Knoll at 515-981-4234