



Denver Municipal Federal Credit Union

Job Description: **2050**
Title Specialist

Date: April 1995

Reports to: Loan Supervisor

Objective: To provide immediate support to Loan Service Representatives (LSR) and Loan Officers (LO) in the delivery of loan products and services, and the coordination of these services with credit union staff.

Essential Responsibilities:

1. Provides immediate support to LSRs and LOs in the delivery of loan products and services, and coordinates these services with credit union staff.
2. Processes all title work; records and releases Deeds of Trust; and follows-up on title policies.
3. Inputs and files auto and homeowners insurance policies.
4. Maintains paid loan reports, as scheduled or directed, including releasing titles and other legal documents.
5. Communicates to members: credit union loan policy; interest rates and how they are computed; documentation required for each type of loan; and performs cross-selling.
6. Trains, cross-trains and provides technical direction and guidance to Loan Service Representatives, Member Service Representatives and other staff members as required or requested.
7. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: Education equivalent to graduation from High School. One (1) or more years of recent and related work experience with a demonstrated knowledge of loan policies and procedures. Must be able to work flexible hours. Must be bondable.

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Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**