

**ADIRONDACK BANK
POSITION DESCRIPTION**

POSITION TITLE: JUNIOR LOAN UNDERWRITER

BRANCH/DEPT: RETAIL LOAN ADMINISTRATION

REPORTS TO: AVP Retail Loan Origination Manager

SALARY GRADE: 26/Exempt

SUMMARY: Coordinates the retail loan underwriting activities of the Bank including all consumer credit and home equity credit. Processes, approves or rejects loans originated in the Branch system. Responsible for determining the ability of the applicant to maintain the repayment terms to the loan according to set policies, procedures and guidelines in regard to income, employment and credit history. Must possess knowledge of all applicable consumer compliance regulations.

ESSENTIAL DUTIES:

1. Responsible for underwriting all consumer loan applications to include installment loans, time and demand notes, overdraft credit, home equity loans and lines of credit.
 - a) Prepare all required documentation.
 - b) Verification of income, debt and appraisal ratios.
 - c) Verification that employment history, income sources, assets and debt obligations conform to current policy.
 - d) Ensure that property to be mortgaged conforms to Bank policy.
 - e) Generate adverse action notifications as required.
2. Provides support to Consumer Loan Originators regarding consumer installment loans, time and demand notes, overdraft credit, working capital lines of credit, home equity loans and lines of credit with questions on lending guidelines, programs, policy, procedures and compliance.
3. Responsible for the timely movement of consumer loan applications from the time the application is submitted until the loan is approved or declined.
4. Interact with the Originators to ensure the receipt of complete and accurate documentation supporting loan applications. Reviews approved loans to ensure that policies and practices are being followed.
5. Verifies that the conditions of closing established during underwriting were satisfied and that the information on the documents comply with the closing instructions.

6. Provide prompt credit decisions on each application received.
7. Interact with Management and Compliance Officer in matters of loan policy, compliance and regulatory requirements.
8. Required to attend or participate in necessary compliance training, including but not limited to BSA, Security, Information Technology, OFAC, Privacy and applicable BVS courses.
9. Perform all other duties as assigned.
10. Assists with projects as assigned.

JOB REQUIREMENTS:

1. College degree or equivalent banking experience to include origination, underwriting and closing of all types of consumer loan products.
2. Strong background and knowledge of consumer loan products, delivery systems, legal requirements and compliance issues.
3. Excellent interpersonal skills including an aptitude for business development.
4. Excellent verbal and written communication skills.

ADDITIONAL RECOMMENDED TRAINING:

Accounting
Analyzing Financial Statements
Consumer Lending
Law & Banking
Economics
Money & Banking
Principles of Banking
Compliance
Loan Documentation

RECOMMENDED:

Consumer Credit School
Bank Management
Financial Planning
Loan Documentation