



Positions Available as of 10/27/2025

FULL TIME LOAN ASSISTANT- CORSICANA

Summary: Prepares loan packages and documentation in accordance with establishment guidelines and policies by performing the following duties.

Essential Duties and Responsibilities include the following:

- Reviews and prepares loan package and documentation following underwriting guidelines and policies.
 - Prepares loan documentation file.
 - Tracking all loan files.
 - Enters loan information into computer database or log.
 - Process special documents to adhere to loan policies.
 - Ensures all adjustments and entries are made timely and accurately.
 - Prepares and processes title work.
 - Works with Credit department if force place insurance is needed.
 - Ensuring all insurance notices are completed and files documentation if requested.
 - Coordinates special documents to cover unusual loan terms with legal department.
 - Ensures all title issues are met and that loan is properly recorded.
 - Conduct Loan Maintenance including loan closing transactions.

FULL TIME LOAN ASSISTANT- ATHENS TYLER STREET

Summary: Prepares loan packages and documentation in accordance with establishment guidelines and policies by performing the following duties.

Essential Duties and Responsibilities include the following:

- Reviews and prepares loan package and documentation following underwriting guidelines and policies.
 - Prepares loan documentation file.
 - Tracking all loan files.
 - Enters loan information into computer database or log.
 - Process special documents to adhere to loan policies.
 - Ensures all adjustments and entries are made timely and accurately.
 - Prepares and processes title work.
 - Works with Credit department if force place insurance is needed.
 - Ensuring all insurance notices are completed and files documentation if requested.
 - Coordinates special documents to cover unusual loan terms with legal department.
 - Ensures all title issues are met and that loan is properly recorded.
 - Conduct Loan Maintenance including loan closing transactions.