



Tribal Loan Closing Officer Position Description

JOB TITLE: Tribal Loan Closing Officer

HOURS: 40 hours/week

SALARY: \$20, Benefits Included

LOCATION: Stewarts Point Rancheria

Closing Date: Open until filled

Position Description

A Tribal Loan Closing Officer (TLCO) is the final decision maker in the loan application cycle. The TLCO will exercise judgment, utilizing guidelines set by the Tribal Lending Entity's Board of Directors, resulting in either an approval or denial of loan applications. The evaluation is based on the risk analysis review submitted by agents from the Application Review department. Likewise, it is expected that he/she keeps close communication and transparency with the Supervisor and the Application Review team in order to adequately. The Tribal Loan Closing Officer position requires identification of application review tasks such as loan application reading, analysis, comparison, and including but not limited to:

Key Responsibilities

- Render application decisions in consultation with TLE Supervisor and Upper management
- Perform data evaluation on information endorsed by the Application Review team referring to a risk analysis scoring methodology.
- Consult with Customer Service Supervisors and Application Review team to address issues, concerns, and clarifications via Skype. Request additional information from the Application Review/Customer Service Supervisors team when appropriate.
- Escalate any issues that the TLE is experiencing in any area.

Expected Requirements:

- Effective analytical skills and great attention to detail are essential to complete job requirements successfully.
- Strong computer skills and ability to use the necessary software.
- Strong interpersonal and communication skills, both written and verbal
- **Must be able to pass background check.**
- Problem-solving skills and a logical approach to work.
- Ability to multitask and work toward multiple deadlines simultaneously
- Confident in decision-making and the ability to explain processes or choices as needed.

INDIAN PREFERENCE: Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws.

Applications may be picked up at:
www.stewartspoint.org
Kashia Band of Pomo Indians of the Stewarts Point Rancheria
1420 Guerneville Road, Suite 1
Santa Rosa CA 95403
(707) 591-0580

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