### CBS Job Posting – Risk Management

**Date of Posting:** December 21, 2016  
**Position Available:** Immediately  
**Position Title:** Commercial Loan Documentation Specialist  
**Reports to:** Department Head and/or Executive Vice President  
**Interested candidates contact:**  
Shelanda E. Frazier, MBA  
Assistant Vice President  Email: sfrazier@cbscuso.com

<table>
<thead>
<tr>
<th>Requirements:</th>
<th>Bachelor's Degree in Business related field, and/or two to three years banking or real estate experience</th>
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<tbody>
<tr>
<td>Full Time position:</td>
<td>40 hours per week, hourly position</td>
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<tr>
<td>Salary:</td>
<td>Commensurate with experience</td>
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<td>Paid time off:</td>
<td>Up to 15 days per calendar year</td>
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The following is a detailed listing of the performance objectives, measurements, and responsibilities as Commercial Loan Documentation Specialist ("CLDS") for Cooperative Business Services LLC ("CBS"). Cooperative Business Services, LLC is a Credit Union Service Organization ("CUSO") that facilitates the origination, underwriting, closing, servicing, and portfolio management of business loans funded by area credit unions.

**This position** will be working in the Risk Management department at CBS. The CLDS position will require a certain degree of creativity and latitude and work under the direct supervision of the Department Head and/or the EVP Risk Management. The CLDS of Risk Management will be responsible for:

### Commercial Loan Documentation:

The CLDS will be responsible for the creation, coordination, compliance and review of loan documents to the CUSO’s policies and procedures. They will coordinate with internal and external personnel, such as business development officers, attorneys and others to facilitate loan closings.

The CLDS will become familiar with all applicable NCUA, FDIC and State regulations and laws of commercial lending, CUSO Member Business Lending policies and process. The CLDS will work closely with the EVP, AVP or others, and must have a good attention to detail, and strong written and verbal communication skills. The CLDS must be able to multi-task, working on various projects and have the ability to take direction from senior staff members.

Specific duties may include, but are not limited to:

- Review lenders analysis and commitment letter
- Prepare all documentation for conventional, lines of credit, SBA and construction loans
- Prepare all documentation for renewals, modifications and extensions
- Review of all loan closing files (paper and electronic) to ensure proper documentation is obtained
- Review entity documents
- Order title commitments, surveys, and interact with various title companies to ensure loan is closed correctly (in correct lien position and on correct real estate)
- Ensure interest of lender are protected through proper documentation, i.e., Mortgage/Deed of Trust/Security Agreement/Assignments
- Work with pre and post-closing audit to clear exceptions
- Perform flood, UCC, real estate and insurance searches
- File UCC and monitor as appropriate
- Work with outside counsel to obtain necessary diligence prior to position the loan to close
- Obtain proper proof of hazard, liability or other insurance prior to closing loan
- Communication between internal and external customers to set timely and accurate closings
- Review of settlement statements/closing prior to closing and receive management approval
- Other duties as assigned

**Customer Service:**

The CLDS will be expected to communicate well with CBS management and credit union personnel. They will be prompt with responses to voice messages and emails, returning calls with 24 business hours and responding to emails within the same business day. All internal emails should be responded to with high priority. The CLDS will inform EVP, VP, AVP and/or RM, credit union personnel and appropriate legal counsel, and/or senior management of the status of various projects.

CLDS will be responsible for general support to the Loss Mitigation and Risk Management departments. Additional duties maybe assigned from time-to-time or on a permanent basis.

Additional training and development will be ongoing.