



VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Position Description

Title: Agricultural Loan Assistant
Reports to: Director of Agricultural Lending

Summary

Working under the supervision of the Director of Agricultural Lending, and the direction of the Senior Agricultural Loan Assistant, provides administrative support and technical services. Generally, provides support to loan officers, credit analysts, and the Director of Loan Resolution.

Essential Job Functions

- **Process Applications**
 - Create new customer records and new loan records in Nortridge loan database.
 - Log financials received with loan applications and update financial information in Nortridge; sort and save entity/borrower information; and when applicable, forward financial information to FSA.
 - Prepare Tracking Sheet.
 - Run Credit Report; verify borrower information is confirmed by OFAC and log date into Nortridge.
 - Run UCC search and identify collateral for each borrower (entity and individual). Request UCC filings from State of Vermont for those filings not available on the internet. If appropriate run Business Search to verify status and registration of business with State of Vermont. Save all documentation.
- **Assist with Obtaining Loan Approvals and Follow-up Procedures**
 - Format write-ups and other business narratives, review for accuracy, remedy discrepancies with Agricultural Loan Officer, finalize for Board Meeting/In-House Loan Approval.
 - Loan approvals: log information into Nortridge, prepare Resolution, draft Commitment Letter (over \$50,000), prepare letter to FSA if concurrence required, add to SLA monthly memo.
 - Other business approvals: create Nortridge records for increases or consolidations, prepare Amended Commitment Letter or notification of approval letter to customer, prepare letter to FSA (if applicable), add to OB monthly memo, and distribute copies.
- **Administrative Functions and Miscellaneous Duties that May Be Required**
 - Maintain agricultural loan pipeline and take notes for Agricultural department (VACC) meetings.
 - Word processing, copying, scanning, faxing, drafting correspondence/memos, respond to customer inquiries, assist with mailings and backup for other Agricultural Loan Assistants.
 - Ensure documents received are appropriately saved in document retention system.
 - Process check/wire/ACH requests on Borrower's Line of Credit after LO approval.

- Submit Community Advantage (CA) loans to SBA.
- Other duties as Assigned.

Education/Experience

- Associates Degree and 2 years relevant experience.
- Agricultural experience and bank or other lending entity experience preferred.

Knowledge/Skills/Abilities

- Experienced in all aspects of office procedures.
- Ability to utilize word processing, database, and spreadsheet software.
- Ability to handle incoming/outgoing telephone requests.
- Ability to set priorities and handle multiple tasks efficiently.
- Detail-oriented and accurate.
- Strong written and communication skills, and well-developed interpersonal skills.
- Ability to cope with heavy workload, wide variety of tasks and meet deadlines.
- Ability to work effectively within a team.

Working Conditions

- General office conditions.
- Occasional travel within the State of Vermont.

The above statements are intended to describe the general nature and level of work performed rather than an exhaustive list of all responsibilities and skills required for the position. The Essential Job Functions may be changed at any time at management's discretion. The job description is not intended to create an employment contract of any kind.