



VERMONT ECONOMIC DEVELOPMENT AUTHORITY

Position Description

Title: Documentation Specialist

Reports to: Director of Closing

Salary Level: 2

Summary

Working under the supervision of the Director of Closing, assists with the preparation of loan documentation, modifications, discharges, and other actions for all VEDA loan programs.

Essential Job Functions

- Reviews credit analysis, other business requests and commitment letter to determine loan documents to be used and other items necessary to close and/or modify the loan.
- Preparation of loan document and modification packages for all VEDA loan programs, including releases of collateral, new collateral filings, loan documentation packages, paid-in full documentation/notifications and subordinations under the supervision of the Director of Closing.
- Prepare UCC filings for filing with the Vermont Secretary of State and local land records and reviews UCC filings for loan modifications.
- Assists loan officers daily with respect to loan modifications and other documentation.
- Disburses funds relating to documentation changes.
- Works directly with borrowers as needed.
- Updates loan system database.
- Assists with milk-assignment changes, special projects, deferrals, or other modifications as needed.

Education/Experience

- 2-5 years of administrative office experience.
- Paralegal or financial institution experience is preferred.

Knowledge/Skills/Abilities

- Ability to maintain a high level of accuracy and attention to detail.
- Ability to set and maintain work assignment priorities.
- Ability to effectively communicate within various levels of the financial organization and external parties.
- Knowledge of sound, effective administrative techniques.
- Ability to effectively utilize Word, Excel, Outlook, Adobe, and DocuSign applications and ability to learn necessary accounting and document management software.
- Ability to work effectively within a team and maintain a positive attitude.

General Working Conditions

- Standard office environment.

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.