

JOB POSTING NOTICE



POSITION: Real Estate Disclosure Specialist

LOCATION: Sulphur Springs, TX

SCHEDULE: Monday - Friday 8:00 am - 5:00 pm

POSITION PURPOSE

This position is responsible for assembling, administering, and processing loan files and acting as a liaison between the customer and the loan officer. A key component to this role is performing clerical duties associated with maintaining a high degree of efficiency in the mortgage loan department. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

- Personify Alliance Bank's mission statement of ***The best in all we do.***
- Ability to read, write and speak the English language, bilingual helpful.
- Three (3) years of experience in banking or job-related field and one (1) year of training and/or education in the field or a combination of education and experience providing equivalent knowledge.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees, customers, third party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
- Ability to organize and prioritize own tasks and responsibilities as well as certain departmental functions to improve overall efficiency as well as to set goals and meet deadlines.
- Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
- Ability to present a professional demeanor at all times.
- Ability to operate basic office equipment including a PC with job-related software.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of state and federal regulations.
- Knowledge of Alliance Bank's loan policies, procedures, products, and services.
- Schedules are prepared based on business needs and are subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.
- Ability to stand, bend, stoop, squat, and kneel.
- Ability to lift 50 lbs.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
- Handle clerical phases of Portfolio and Secondary Market Real Estate Loans, including, but not limited to:
 - Prepare and send TRID related disclosures.
 - Prepare and send closing statements for Portfolio and Commercial Real Estate transactions.
 - Order closing documents for all Real Estate transactions.
- Utilize resources within the department to communicate timelines and progress of file with loan originators and loan processors.
- Follow all internal service level agreements for processing, reviewing, and closing real estate loans.
- Maintain knowledge of regulatory requirements pertaining to Real Estate.
- Keep updated on all Alliance Bank policies and procedures pertaining to position
- Attendance and punctuality a must.

**This is a summary of the requirements and essential functions.
The full job description is available upon request.**

Qualified applicants should submit a resume to HR@Alliancebank.com.



AN EQUAL OPPORTUNITY EMPLOYER