



Personal Banker

Job Requirements

- A working knowledge of banking relating to customer service, new accounts, and consumer loan underwriting
- Three or more years of related work experience
- Strong Microsoft Excel skills
- Proficient reading, writing, grammar and mathematics skills
- Exceptional customer service and PC skills are required
-

Specific Job Functions:

- Account opening and closing
- Loan funds transfers
- Safe box opening procedures
- Check orders
- Account maintenance procedures (address changes/ name changes, etc.)
- Online banking support
- Consumer loan underwriting
- Loan documentation preparation for the following:
 - Secured and unsecured consumer notes (boats, auto, RV, etc.)
 - Home Equity Lines of Credit
 - Closed End Home Equity Loans
 - Raw Land Loans
 - Minnesota Power Leased Land Loans
 - Work with title companies to order title insurance or ownership and encumbrance reports
 - Appraisal and/or internal real estate evaluation ordering
- Order flood reports
- Post loan closing follow up on final title policies, exception tracking, etc.
- Assist in organizing and planning private banking events
- Maintaining client lists
- Daily client communications

Equal Opportunity Employer

