

## Secondary Mortgage Loan Servicing Clerk

A community bank in South Georgia has a position available for Secondary Mortgage Loan Servicing Clerk.

The job duties includes maintaining new and paid out files for secondary mortgage residential loans. This includes processing loan payments, insurance and tax escrow, maintaining and setting up files on each loan and ensure that information is complete and accurate.

The candidate would also answer the telephone and assist customers with routine inquiries regarding payoffs, escrow inquiries, and other items involved with servicing mortgage loans.

The job requirements are a good understanding of loan policies, escrow procedures, as well as documentation required by underwriters and government agencies when needed. Good organizational and communication skills are required and good analytical skills are also helpful for this position.

Interested candidates should forward resume to [bbrannen@gabankers.com](mailto:bbrannen@gabankers.com) referencing HW3726 in the subject line.