



Riverland Federal Credit Union is seeking an **Loan Processor (Outtake) & Title Specialist** to join our team. The ideal candidate will have exemplary organizational, communication, and customer service skills. This position will work at our Main Office, located at 639 Loyola Ave Suite 220 New Orleans, LA 70113 and will be required to work Monday- Friday 8:00am – 4:00 pm

The Outtake Loan Processor & Title Specialist will examine documents on non-real estate collateral to ensure a legal title and lien may be issued. Maintain accurate and efficient records and maintain titles. To assist members with their loan requests, providing clerical and administrative support needed to process and close member loans.

**Essential Functions and Responsibilities:**

- Reviews loan and titling documents to ensure that our lien will be perfected. Communicates, completes, and ensures that proper titling paperwork is sent to the appropriate state motor vehicle department, Coast Guard, Wildlife and Fisheries department, FAA, and/or necessary agency. Responsible for maintaining all titling records within the operating system, as well as securely maintaining paper titles. Runs and maintains monthly reports to determine accurate and timely title issuances are receive and released. Responsible for releasing all titles to the correct parties and retaining those records. Coordinates with insurance companies and member for insurance payoffs. Remains knowledgeable of state titling regulations and updates forms as needed.
- Processes and prepares all in-branch and online loan applications for review by a Loan Officer. Communicates with members to perfect loan applications that need updated name changes, address changes or adjustments for joint owner information. Runs the OFAC program on all loan check dispersals and reports suspicious activity or potential loan fraud to management. Processes and disperses approved loans. Orders new MasterCards. Maintains help tickets and processes all requests for all loan adjustments, to include payment corrections, interest/fee refunds, and advancement of due dates. Processes CUNA GAP, MRC, and LDP purchases and claims. Maintain lending and loan processor email accounts. Cross-sells other credit union services.
- Required to complete annual in-services to include critically identified areas: BSA, Compliance, Security and Workplace Conduct
- Follows Credit Union’s policies and procedures at all times and all other duties as assigned.

**Education and Experience:**

- A high school education or GED is required.
- At least 6 months titling and loan processing or similar or related experience.
- Previous experience in a financial institution is a plus.

**Other:**

- Must be legally authorized to work in the US.
- Must be willing to submit to and pass a criminal background check.
- Must be willing to submit to and pass a credit check.
- Must be bondable.

**How to apply:** Please submit your resume via email to [jobs@riverlandcu.org](mailto:jobs@riverlandcu.org), include the words “Loan Processor – Title Specialist” in the subject line.

Due to the high volume of resumes received, a personal response regarding your application status is not available. Candidates will be contacted directly if we are interested in an interview.

**RiverLand is an Equal Employment Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with this company depends solely on your qualifications.**