

Collateral Control Specialist I

Posting Date: 01/24/2022

Location: San Jose, CA

Department: Loan Support Services

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary Responsibilities:

Monitor all collateral for perfection. Ensure timely, accurate follow-up and clearance of ITI related exception items including UCC's and title policies. Accurately process paid loan files and verifies paid loans. Prepare discharges/reassignments for life insurance, vehicle liens and other types of collateral. Careful proofing of typed material is necessary as errors could create legal problems and diminish the customer's view of the Bank's image. Accurately process DMV Title work for vehicle liens. Ensure timely and accurate follow up of ITI collateral related exception items as assigned. Retrieve UCC searches and review and monitor the UCC continuation ticklers. Process continuation filing six months prior to their expiration date and within the Federal and State Regulations. Process all orders for CIR searches accurately and in a timely manner. Update tracking system with information to be used for measurement of our service standards. Maintain a high level of customer service performance. Ensures that customer are handled in a professional and timely manner. Maintain filing of miscellaneous documents and correspondence. Responsible for ensuring compliance with all aspects of job related laws and regulations. Responsible for keeping compliance and operational knowledge current by attending related training seminars and/or staff meetings (or reviewing minutes when not in attendance for actual meetings) and by reading pertinent related materials. Job related laws and regulations include, but are not limited to, the following: Truth in Lending (Regulation Z); Flood Disaster Protection Act; Emergency Preparedness; Financial Privacy Laws; Home Mortgage Disclosure Act; Fair Credit Reporting Act; Community Reinvestment Act; and Real Estate Settlement Procedures Act (Regulation X), Regulation O, and Tax Reporting Regulations. All other responsibilities as assigned by management.

Summary:

Provides support in the servicing and collateral control functions for all branches. Responsible for UCC ordering, tickler monitoring, DMV processing and monitoring, paid loan processing and perfecting other collateral for loans. Maintains tickler and title tracking system related to loans. Effectively interacts with various lending personnel and upper management.

Benefits include competitive salary, bonus plan, medical, dental, group life & long term care insurance, vision care reimbursement, 401(k), and tuition reimbursement program, and a health club allowance.