



## CAREER OPPORTUNITY

**DATE:** July 27, 2017  
**POSITION:** Loan Administrator \*  
**LOCATION:** Amarillo, Texas  
**SALARY:** Negotiable, depending upon experience.

*\*AgTexas, at its sole discretion, may offer this position with a different title based upon the qualification of the candidate.*

### COMPANY PROFILE:

AgTexas Farm Credit Services serves approximately 2,500 borrowers in a 43 county trade territory. The association has an average volume of approximately \$1.5 billion. The loan portfolio consists of cotton, peanuts, livestock, dairy, feed grains, real estate and ag-related business loans. The association territory provides diversity in production and mortgage loans as well as commodities financed. The Amarillo office has \$270 million in direct loans to 160 members consisting primarily of livestock, grain, real estate, and agribusiness financing.

### MINIMUM EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

High school diploma, Business Associates Degree preferred, and three (3) to four (4) years of experience in loan support operations, title company, general accounting or banking. General knowledge of accounting/financial systems and documentation requirements for title policies, deeds of trust, collateral, crop insurance, and credit life insurance. Skill in oral communication and specialized knowledge of written correspondence principles. General knowledge of office equipment and systems used for the storage and retrieval of business information, records management and file classification practices. Basic skill level in Microsoft Office applications. Works under moderate supervision.

### JOB PURPOSE AND SCOPE:

- Develops and organizes loan applicant information for review and analysis by loan officers and inputs pertinent loan data into credit delivery system. Examines loan applications for accuracy and completeness.
- Assists with the closing of loans by assembling and compiling documents for closing, such as insurance forms, loan forms, and flood certificates. Ensures closing documents are accurate and complete.
- Works with complex loans and performs research on borrower and/or collateral history including tax liens and judgements.
- Records new loans, establishes relevant files, processes loan payments, maintains a variety of loan records and obtains credit information. Assists in maintaining and monitoring borrowers' required insurance, UCC financing statement and deed of trust expiration dates, payment of property taxes and other loan requirements and reporting.
- Collects loan payments and performs related tasks required to service loans.
- Answers customer inquiries and resolves routine issues. Fosters good member/public relations by providing customer service that exceeds customers' expectations.
- Prepares documents and correspondence for association reports as required following approved association and Farm Credit Bank policies and procedures.
- May greet customers, answer phones, arrange appointments and handle travel arrangements as required.
- May assist loan officers/appraisers in gathering and maintaining collateral information for input into credit delivery system and appraisal/comparable sales system.

### WORKING RELATIONSHIPS:

Frequent interaction with customers, association departmental staff and management. Occasional interaction with Farm Credit Bank of Texas staff. Occasional interaction with area professionals including real estate agents, commercial bankers, and others who deal with the association in the normal course of business.

### Contact Information:

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