Town & Country
Bank and Trust Co.
Department of Human Resources

M E M O R A N D U M

TO: Prospective Candidates

FROM: Leslie F. Jarvis, VP & Director of Human Resources

DATE: February 25, 2013

RE: **JOB POSTING –** ***Loan Assistant and Loan Processor***

Town & Country Bank and Trust Company is seeking an energetic and experienced professional who will perform in a hybrid role; performing duties as both a Loan Assistant and Loan Processor!

This position will be based out of our Bardstown, Kentucky office and will be expected to perform preliminary processing of credit package by obtaining all required documents including, but not limited to, title work, appraisals, credit reports, flood certificates, verifications of deposits and employment, flood and homeowners insurance, and other documentation as required per loan conditions for closing. Will review loan papers to ensure completeness, and coordinate closing dates between loan establishment, borrowers, and sellers upon approval of loan.

The essential duties include but are not limited to: receiving and processing of new Mortgage Loan Applications from Loan Officers; preparing withdrawal and denial notifications; typing letters and other mortgage related documents as instructed; preparing HMDA reporting documentation; scheduling loan closings; monitoring and resolving outstanding exception report issues and ensuring required forms and documents are completed and maintained for compliance with company policies and national banking guidelines; and performing other duties as assigned.

The Department of Human Resources is currently accepting applications for this position. Any person interested in applying must meet the minimum requirements listed as follows:

Education and/or Experience

- High School Diploma or the equivalent. Additional education preferred but not required.
- At least 3 years' experience in banking or related field.
- Proficient in the use of Microsoft Office products, specifically Excel and Word.

You may obtain a complete job description and application for the position by contacting the Department of Human Resources at (502) 348-3911 or emailing leslie.jarvis@mytcbt.com.

Town & Country Bank and Trust Company offers competitive wages and an excellent benefits package. Any offer of employment is conditional upon the results of background screening which includes a credit and criminal history report.

Applications will be accepted until a candidate is selected.

~ Town & Country Bank and Trust Company is an Equal Opportunity Employer. ~