



DATE: June 12, 2017
POSITION: Credit Support Specialist
LOCATION: Las Cruces, NM
SALARY: Commensurate with experience & qualifications

COMPANY PROFILE:

Ag New Mexico, Farm Credit Services, ACA is a rural lending cooperative that provides financing for agriculture, agribusiness and rural real estate. The organization is headquartered in Clovis and has branch offices in Belen, Clovis and Las Cruces, New Mexico. Ag New Mexico is part of the nationwide Farm Credit System, the nation's oldest and largest source of rural financing, which has been financing farmers, ranchers, and agribusinesses for over 95 years.

BENEFITS PROVIDED:

Benefits are an integral part of the Ag New Mexico Farm Credit total compensation package. We offer comprehensive, affordable and competitive benefit options.

- Flexible health and wellness benefits, including medical insurance, prescription drug coverage, dental insurance, vision care, flexible spending accounts, and more...
- 401(k) plan that includes an employer match and additional employer contribution
- Long-term disability and life insurance
- Vacation leave, sick leave and paid holidays
- Ongoing professional development opportunities
- Generous tuition reimbursement program

REQUIRED QUALIFICATIONS:

The Association is seeking a **Credit Support Specialist** with a degree in Business, Finance, Accounting or a related field, or equivalent experience plus three (3) to five (5) or more years experience in financial support. At least two (2) years experience documenting mortgage and/or commercial loans, title company record searching, and/or escrow experience. Excellent computer, interpersonal, and communication skills are required.

JOB PURPOSE AND SCOPE:

1. **Customer Service:** Answers telephone professionally and timely. Responds to customer inquiries or directs customer to someone for prompt assistance. Greets customers and visitors promptly and courteously and ensures needs and services are met. If further follow up or assistance is needed, meets deadlines in furnishing information.

2. Legal Documentation Preparation: Prepares legal and loan documentation for all commercial and mortgage loans according to loan request and approval. Prepares security documents for personal and real property to ensure adequate lien perfection, promissory notes, fixed rate documents, subordination agreements, closing letters, lender's instructions, interest rate disclosures, etc. Also prepares legal and loan documentation for commercial and mortgage paid off loans, loan servicing actions, including but not limited to partial releases, assumptions, reamortizations, conversions, reconveyances, terminations. Prepares distressed loan notification letters and maintains logs.

3. Relationship Manager Support: Orders credit reports, State and County searches, business reports, corporate good standing, enters customer loan information, prepares checklist and loan documentation guide, ensures accuracy of title documents, and prepares accurate and appropriate legal documentation for commercial and mortgage loans. Reviews loans files in detail, recognizing discrepancies in instructions and noncompliance with policies and procedures, responding appropriately. Request clarification and supporting documentation from Relationship Manager as needed. Monitors loan process and provides back up to Relationship Manager on customer services issue and responds independently to request for information and assistance, including loan booking and other information as needed. Conducts follow up on loan servicing actions and loan pricing actions. If needed, meets with customers for loan closing.

SKILL REQUIREMENTS:

A working knowledge of legal requirements for documenting loans secured by real and personal property; good understanding of title insurance practices and procedures. Skill in oral and written communication. Skill in providing customer service. Demonstrates proficiency in organizing and prioritizing work to meet deadlines, with the ability to adapt within a changing environment. Intermediate skill level in Microsoft Office applications.

NOTICE:

Please be advised that there may be duties in addition to those above that will be required of the employee occupying this position. The employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the supervisor.

TO APPLY:

If you would like to be considered for this position, please send your resume and salary requirements or request for additional information to the contact below. All requested information must be provided in order to be considered for this position.

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AA/EOE/M/F/D/V