



## **EMPLOYMENT OPPORTUNITY**

### **Amended**

### **PART-TIME LOAN/OFFICE ASSISTANT- Business Information Center** **Community and Economic Development Division**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

#### **POSITION SUMMARY**

Provide support for the business financing and resource programs operated by the Ogden City Business Information Center (BIC). Perform a variety of responsible, confidential clerical work and reception support for the BIC. Provide support in originating and maintaining loans made through various Ogden City loan programs. Monitor loan files for accuracy, completeness, and compliance with federal, state, city, investor and HUD regulatory guidelines. Other duties as assigned by management.

#### **EXPERIENCE AND TRAINING STANDARDS:**

- High School graduate or equivalent (GED); some college preferred.
- Minimum one (1) year work experience in a business office environment and a desire to work in community and economic development.
- Experience in a loan processing, underwriting, closing, and servicing environment is preferred.
- Experience with basic loan origination and loan servicing procedures, including credit review, collateral, and income analysis, is preferred.
- Ability to type at least 35 words per minute.
- Working knowledge of computer software programs including Microsoft Windows, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Outlook, Microsoft Access, and internet.
- Possession of or ability to obtain a valid Utah driver's license within 30 days of hire.
- Preference will be given to those with familiarity with commercial underwriting guidelines and/or HUD requirements.
- Preference will be given to those with accounts payable, accounts receivable, and/or loan processing experience.
- Preference will be given to those with fluent bilingual Spanish language skills.

#### **ESSENTIAL JOB FUNCTIONS**

- Provide overall clerical, scheduling, reception, bookkeeping, research support and loan disbursements and monitoring at Ogden City Business Information Center (BIC).
- Provide excellent customer service to the public, clients, and colleagues.
- Assist in connecting businesses to the appropriate financing programs and other business resources.
- Assist in loan application review, credit analysis, loan underwriting, processing and verify accuracy of information.

- Assist with managing the BIC's loan portfolio, including loan disbursements, monitoring, and compliance review.
- Input data into BIC's Microsoft Access database
- File, scan, and index BIC records with associated documentation; maintain file system per approved retention schedule.
- Prepare, maintain, and track BIC budget, accounts payable and accounts receivable for the BIC, including but not limited to requisitions, travel, purchasing, and supplies.
- Type, word process, proofread and/or generate a variety of documents and statistical information, including business correspondence, meeting minutes, agendas, reports, memoranda and statistical charts from rough draft, notes, recordings, or verbal instruction.
- Act as receptionist: greet and schedule clients in-person, phone or email and direct them to the appropriate staff.
- Provide information on departmental and City policies and procedures as required.
- Perform a wide variety of clerical work including the maintenance of accurate and detailed logs and records.
- Research and resolve monthly reconciliation reporting discrepancies.
- Provide information and forms to the public and outside agencies, as needed.
- Apply departmental policies and procedures in determining completeness of applications, forms, records, and reports.
- Assist in community outreach activities as required.
- Receive, sort, and distribute incoming and outgoing correspondence.
- Must be able to adapt and change work priorities when needed and respond quickly and accurately including to short deadlines, new instructions, and internal practices--all in a dynamic, collaborative, and friendly work environment.
- Maintain a positive attitude, and a high degree of confidentiality in all matters.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

- Strong communication, interpersonal and organizational skills, including skill in composing and producing professional correspondence.
- Excellent customer service skills. Work effectively with the public and with persons of all income levels and backgrounds.
- Ability to assume responsibility, work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard internal practices.
- Ability to work quickly and accurately under pressure and meet deadlines while maintaining a positive attitude.
- Ability to maintain accurate project files.
- High proficiency working with spreadsheets.
- Detail-oriented ability to prioritize, organize and coordinate projects. Ability to interact with staff and management.
- Ability to maintain a high degree of confidentiality in all manners.
- Ability to comply with all city policies and regulations, including safety and risk management standards.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Maintain mental capacity which allows for effective interaction and communication with others.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Walking, standing, or sitting for extended periods of time and operating assigned equipment.
- Maintain effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading, and writing, and operating assigned equipment as required by the position.

**Salary/wage:** \$15 per Hour

**Work Schedule:**

- 20 Hours per Week, Monday through Thursday.

**CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

**MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

**EDUCATION REQUIREMENT**

Successful applicant must submit a copy of above education requirements when requested.

**VETERAN'S PREFERENCE POINTS**

Applicants **MUST** submit a copy of their DD-214 with their application and before the closing date in order to receive veteran's points. This is for initial appointments only.

**APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until **Thursday, July 8, 2021**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

**WE ARE A DRUG FREE WORKPLACE**

**AA/EOE/ADAAA**

**June 10, 2021**