Job Title: **Business & Housing Loan Administrator**	
Reports to (Immediate Supervisor): **Executive Vice President**	
Revision Date: November 2026	Location: **104 Ash Street East, Sisseton, SD**

Position Overview:
The major area of responsibility is to provide efficient support to the business and housing loan programs including file maintenance and compliance.

Essential Job Functions:

- Assist loan officers in maintaining loan files and loan follow-up after closing including file set up, input to the appropriate databases, ongoing file maintenance, collateral changes, compliance, and paid off loans.
- Maintain tickler file for business and housing mortgages and judgments. File addendums with register of deeds as necessary. Update file copies and enter new dates in applicable software
- Monitor UCC tickler filings for all lending. File continuations or terminations with Secretary of State as appropriate. Update file copies and enter updates in software.
- Risk Rating Reports: Record monthly updates and enter in appropriate software.
- Reporting to funding sources as required.
- Assist at the Loan Committee with minutes.
- Assist in maintenance of files on board members.
- Assist with renewal of annual lending license for NESDCAP, NESDEC, and GROW and non-profit reports to Secretary of State Office.
- May perform a variety of clerical and/or other duties as mutually agreed upon
- Attend seminars, workshops, conferences and/or job-related training sessions as assigned
    - Strive to meet agency strategic plan goals.

Knowledge, Skills, and Abilities

- Strong organizational, analytical, critical-thinking, decision-making, and problem-solving skills.
- Excellent written and verbal communication skills, including proper grammar, spelling, punctuation, and formatting.
- Strong attention to detail and the ability to prepare accurate reports and documentation.
- Effective time management skills and the ability to prioritize multiple responsibilities and meet deadlines.
- Ability to analyze information, exercise sound judgment, demonstrate initiative, and recommend practical solutions.
- Ability to work independently with minimal supervision and collaboratively as part of a team.
- Ability to manage interruptions, changing priorities, and multiple projects simultaneously.

- Strong computer and technology skills, including proficiency with Microsoft Office applications such as Word, Excel, PowerPoint, Access, and other agency database programs.
- Ability to learn and effectively use customized software, databases, digital platforms, and other technology systems.
- Ability to develop positive working relationships with staff, customers, funding sources, and community partners.
- Ability to handle confidential information with discretion and maintain the privacy of staff, customers, and business partners.

Education and Experience
- High school diploma or equivalent required. Experience with lending programs beneficial.
- No specific prior experience is required. GROW SD will provide training for agency-specific programs, systems, and responsibilities.
- Must possess a valid driver's license.
- Must be a United States citizen or permanent resident alien.

Performance Expectations
- Maintain a high level of professionalism, accuracy, and responsiveness to the needs of management, employees, customers, and partners.
- Comply with applicable governmental, funding source, and agency recordkeeping and administrative requirements.
- Demonstrate flexibility, initiative, and a willingness to learn new programs and responsibilities.
- Support agency-wide goals, objectives, and strategic plan initiatives.

Working Conditions and Hours
- Work is primarily performed in an office environment.
- Normal working hours are during regular agency business hours; however, flexibility may be required to accommodate special projects, deadlines, meetings, training, and customer needs.
- Occasional evening or extended hours may be necessary.
- Local and out-of-town travel, including overnight travel, may be required.

This agency reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as mutually agreed upon with the Chief Executive Officer or Executive Vice President.