

**JOB DESCRIPTION**  
**GROW South Dakota**  
**104 Ash St. E.**  
**Sisseton, SD 57262**

Job Title: <b>Loan Associate</b>	
Reports to (Immediate Supervisor): <b>Chief Operating Officer</b>	
Revision Date:	May 2022

Responsible for assisting with, compiling files, assisting with business and/or housing loan processing, emergency assistance, weatherization crew assistance, and overall organizational support.

**Knowledge, Skills, and Abilities:**

Applicants should have the ability to work with several program/project schedules, coordinate multiple duties and programs, organize, understand loan processing, and have in-depth computer experience.

- Prioritizing workload is essential.
- Must be analytical.
- Able to independently comprehend and analyze reports, marketing, financials and provide feedback to management staff.
- Ability to speak effectively before groups of consumers, employers, organizations, or other interested individuals.
- Ability to handle multiple interruptions.
- Ability to work effectively and independently without supervision.
- Ability to plan, prioritize, and organize work effectively; work under pressure and time deadlines, analyze problems and propose reasonable solutions.

**Education/Experience:** High school education required. Post-secondary education in administration and/or business is beneficial. Experience is not required.

**Responsibility:**

- Assists with reviewing and initial processing of business or housing loans.
- Process applications, send and follow up with correspondence, verify income, data input, set up and maintain individual client folders and determine if proper documentation is in the file.
- Assist with compiling and updating all types of loans and lending inquiries.
- Complete data entry into the various software systems.
- Obtain and review credit reports.
- Send out correspondence regarding employment, credit, etc.
- Revise/Update checklists and procedures.
- Assist with closing documents.
- Assist with board packets as needed.
- Assist with getting updated insurance, property taxes, and financials on loans
- General office support.
  1. Assist in marketing programs through various types of media by creating posters, ads or other marketing products, and updating and/or creating new agency presentations.
  2. Assist with processing vouchers, data input and other support type services for programs throughout the agency.
  3. Filing, organizing, coordinating, scheduling, updating, making room and/or travel arrangements.

- Assist the CEO, COO, Housing loan officer, and Project Director in maintaining all records, accounts and in providing reports as necessary.

**Process or Equipment:** Applicants will need to have computer skills in Excel spreadsheets, power point, Microsoft Outlook and word processing. (Knowledge of other accounting and loan software beneficial)

**Performance Dimensions:**

- Must be accessible and responsive to the needs and concerns of management and other employees.
- Must maintain and comply with governmental record-keeping and administration.
- Must maintain the integrity of confidential employment and business information.

**Supervision of Others:** This position does not require the supervision of others.

**Mental or Visual Demand:** Job duties require computer use and a valid driver’s license.

**Environment and Working Conditions:** Job duties are primarily in an office setting with site visits for area businesses or housing inspections. Travel may be required.

**Other Job Functions:**

- Strive to meet agency strategic plan goals.
- Assist in a variety of programs as time permits.
- Attend program-related seminars, workshops, conferences, training, and/or other job-related training sessions, as assigned by the CFO, CEO, or COO.
- Be sufficiently informed about all programs administered by GROW South Dakota, as well as other services available from other providers so that if a client is in need of some other service, they can make the appropriate referral.

**Acknowledgment:** This job description describes the general nature and level of work performed by the employee assigned to this position. The employee may be required to perform other job-related duties as requested by the CEO or management staff. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. This job description does not constitute a written or implied contract of employment. “The Employer may in its discretion, modify or adjust the position to meet the company’s changing needs.”

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as mutually agreed upon with the CEO.

Signature of employee:

Date:



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038  
 Website: growsd.org Email: info@growsd.org

## *Application for Employment*

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Employment Position Desired \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you interested in working Full or Part Time? Full time \_\_\_\_\_ Part time \_\_\_\_\_

### Education History

Schools	Name and location of school	Years attended	Did you graduate	Subjects studied
<b>High School</b>				
<b>College</b>				
<b>Trade, Business or Correspondence School</b>				

U.S. Military or Naval Service:	Rank:
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Subjects or special study/research work or special training/skills:  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you willing to work overtime if required? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you travel if a job requires it? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_



Are you currently employed? Yes\_\_\_ No\_\_\_

If so, may we inquire of your current employer? Yes\_\_\_ No\_\_\_

**Employers** (List below last three employers, starting with most current one first)

Month and Year	Name and address of employer	Salary	Position	Reason for Leaving	Work performed and job duties
From					
To					
From					
To					
From					
To					

**References** (Give the names of three individuals not related to you, whom you have known at least one year.)

Name	Address	Phone #	Business	Years Known

Are you a U.S. Citizen? Yes\_\_\_\_\_ No\_\_\_\_\_

If no, do you have a work authorization number? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you ever been convicted of any felony? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please explain: \_\_\_\_\_

**Authorization**

*"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.*

*I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.*

*This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."*

Date\_\_\_\_\_

Signature\_\_\_\_\_

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and ethnicity of applicants on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.”

I do not wish to furnish the information.

**Race: (Mark one or more)**

White \_\_\_\_\_  
Black or African American \_\_\_\_\_  
American Indian/Alaska Native \_\_\_\_\_  
Asian \_\_\_\_\_  
Native Hawaiian or other Pacific Islander \_\_\_\_\_

**Ethnicity: (Mark one)**

Hispanic or Latino \_\_\_\_\_  
Not Hispanic or Latino \_\_\_\_\_

**Gender:** Male \_\_\_\_\_ Female \_\_\_\_\_

\_\_\_\_ Information provided by management