

## RESPONSIBILITIES:

- Reviews files assigned and develops a plan of action according to Bank and external policy/procedure and regulations.
- Communicates and coordinates with legal counsel both in-house and outside all legal activity associated with an assigned file.
- Reviews and evaluates appraisals (real estate or movables) as well as environmental reports relative to assigned accounts.
- Collects and incorporates all pertinent information for assembly into the department's working and bank files.
- Drafts, updates, and presents watch list reports for review to watch loan and selected asset review committees.
- Initiates and participates in meetings with customers and many times their advisors, counselors, attorneys and CPA's to address problems and develop solutions.
- Coordinates and facilitates interactions between various departments.
- Advises and assists loan officers and department managers with account deterioration and changes to approved plans of action.
- Performs other related job duties and special projects as assigned.
- Incumbent is required to comply will all applicable federal, state and local banking and industry related laws and regulations including but not limited to the bank Secrecy Act.
- Incumbent is responsible for organizational integrity and business ethics as it relates to this position, and communicating this commitment to any applicable subordinates.