

### **Loan Reviewer III – Job Description Summary**

Under the general direction, process Visa Credit Card and Visa Check Card requests. Review received information prior to input to ensure accuracy. Identify, correct and respond to any discrepancies. Determine existence of available credit. Complete required Visa maintenance and Consumer Lending maintenance on customer loan accounts. Verify and confirm Easy Cash Statement data for each cycle production. Process incoming departmental mail and provide support to Visa as required. Responsible for processing cases in IG software for the Credit Support department.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment