



## JOB POSTING

Disclosure Desk Coordinator  
Overland Park, KS

**SCHEDULE:** Full-Time

**REPORTS TO:**  
Disclosure Desk Supervisor

For over 50 years, KS StateBank has balanced home-town banking values with a respected nation-wide presence. Across all departments, our employees are focused on creating positive experiences for our clients by providing incomparable knowledge, outstanding solutions, and exemplary service. Our focus isn't just on our clients; at KS StateBank we also strive to achieve mutual investment in our employees for long-term organizational and personal success.

The Disclosure Desk Coordinator position is a starting point into the world of home loan financing. In this roll you will be challenged to initiate disclosure documents by the federally required deadline and take loan files from application to processing. This is the critical step between a home loan application and processing the file. Duties will include entering loan fee information into the system, while ensuring that the initial disclosures are verified and accurate. You will also perform a variety of tasks to assist processing with setting up the loan file, including ordering appraisals, titles, and flood certifications to prepare the file for processing.

This position is ideal for someone with at least one year of current mortgage experience. Previous experience working in Encompass mortgage software is also preferred. Attention to detail and the ability to meet deadlines to stay compliant with company policy and applicable regulations are necessary skills.

Training on industry and organization specific terms and processes will be provided.

**Employee benefits include 401k, health, dental and vision insurance and paid time off.**

**View the full job description and apply at [ksstate.bank/careers](https://ksstate.bank/careers).**

**No phone calls or fax submissions please. EOE**