



Straight Talk. Fair Deals.

Position Title: Deposit Operations Clerk II
Reports To: AVP, Deposit Services Manager
Department: Deposit Operations
Supervises: N/A
FLSA Status: Non-Exempt
Grade Level: 23

Position Summary:

Performs a variety of clerical and administrative duties, which support the Deposit function and assists the Deposit Operations Manager with a variety of assignments.

Duties and Responsibilities:

- Performs various clerical processes and duties to support the Deposit Operation functions
- Maintains Safe Deposit Box billing and recordkeeping
- Process Back-Up Withholding, levies and subpoenas for the appropriate State and Federal agencies
- Perform various IRA functions
- Assist the Deposit Operations Manager with testing various upgrades, *Jack Henry CIF 20/20* , Card Wizard, Passport, etc, for implementation on the live system and trouble shooting and testing new products on database.
- Support and assist branch personnel with various deposit related processes and questions. Perform additional responsibilities assigned

Education and Experience:

Associates Degree (A.A.) or equivalent from two-year college or technical school; or 5 years plus related experience and/or training; or equivalent combination of education and experience.

Skills and Abilities:

- Excellent customer service skills.
- Strong multi tasking and communication skills.
- Excellent organizational skills and attention to detail.
- Proficient computer skills.
- Must be dependable, flexible, a team player, professional and calm under pressure.
- Ability to work with little supervision

Working Conditions:

- General office environment
- Physical surroundings are generally pleasant and comfortable
- Moderate lifting (to 35 lbs.) required. Moderate reaching, walking, sitting and standing required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis.

