



Positions Available as of 6/10/2026

### **FULL TIME LOAN PORTFOLIO MANAGER- CORSICANA**

**Summary:** Support lenders in managing existing loan portfolios and evaluating loan applications for renewals, modifications, and extensions and assist with loan closings. This position will help to maintain and build loans and deposits, fee income, and referrals of business.

#### **Essential Duties and Responsibilities include:**

- Employee is responsible to understand and comply with regulatory requirements for financial transactions, most specifically the Bank Secrecy Act (BSA) and Customer Identification Program (CIP) as it relates to specific job functions.
- Greets customers and provides superior customer service.
- Exhibits superior customer service as a First State Bank team member. Demonstrates high quality relationship building techniques to ensure the customer receives the best possible solution to his banking and financial needs. Helps promote a loyal relationship between the customer and First State Bank.
- Ensure the portfolio administration and risk management of each client relationship is in compliance with established First State Bank credit policy, procedure and business strategy as well as commercial and regulatory guidelines.

### **FULL TIME TELLER- ATHENS DOWNTOWN**

**Summary:** Receives and pays out money and keeps records of money and negotiable instruments involved in financial transactions.

#### **Essential Duties and Responsibilities include:**

- Receives checks and cash for deposit, verifies amounts, and examines checks for endorsements and validity.
- Cash checks and pays out money after verification of signatures and customer balances.
- Has thorough knowledge of Reg CC and places holds on accounts for uncollected funds if applicable.
- Maintains daily supply of teller drawer cash and accurately counts all incoming and outgoing cash.
- Balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on teller machine.
- Has full knowledge of the different account types offered to customers. Can readily promote and sell products and services.