



Positions Available as of 5/23/2025

### **FULL TIME LOAN ASSISTANT- FORNEY**

**Summary:** Prepares loan packages and documentation in accordance with establishment guidelines and policies by performing the following duties.

**Essential Duties and Responsibilities include the following:**

- Reviews and prepares loan packages and documentation following underwriting guidelines and policies.
- Prepares loan documentation file.
- Tracking all loan files.
- Enters loan information into computer database or log.
- Process special documents to adhere to loan policies.
- Ensures all adjustments and entries are made timely and accurately.
- Prepares title work.
- Works with the Credit department if force place insurance is needed.
- Ensuring all insurance notices are completed and files documentation if requested.
- Coordinates special documents to cover unusual loan terms with legal department.
- Ensures all title issues are met and that loan is properly recorded.
- Conduct Loan Maintenance including loan closing transactions.

### **PART TIME TELLER- FORNEY**

**Summary:** Receives and pays ut 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.



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### **SUMMER HIRE PART TIME TELLER- DOWNTOWN ATHENS**

**Summary:** Prepares loan packages and documentation in accordance with establishment guidelines and policies by performing the following duties.

**Essential Duties and Responsibilities include the following:**

- Reviews and prepares loan packages and documentation following underwriting guidelines and policies.
- Prepares loan documentation file.
- Tracking all loan files.
- Enters loan information into computer database or log.
- Process special documents to adhere to loan policies.
- Ensures all adjustments and entries are made timely and accurately.
- Prepares title work.
- Works with the Credit department if force place insurance is needed.
- Ensuring all insurance notices are completed and files documentation if requested.
- Coordinates special documents to cover unusual loan terms with legal department.
- Ensures all title issues are met and that loan is properly recorded.
- Conduct Loan Maintenance including loan closing transactions.

### **PART TIME TELLER- MABANK**

**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.



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**PART TIME SUMMER HIRE-FACILITIES MAINTENANCE ASSISTANT**

**Summary:** Assists the Equipment and Facilities Manager with general clean up and basic maintenance assignments.

**Essential Duties and Responsibilities include:**

- Performs basic maintenance jobs as assigned by the Equipment and Facilities Manager. These minor maintenance jobs would include but not limited to:
  - Painting.
  - Power washing.
  - Janitorial duties.
  - Minor repairs.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Basic understanding on how to safely operate hand tools.
- Be able to perform basic maintenance jobs with minimum supervision.
- Be punctual.

**Physical Requirements:**

- Must be able to lift up to 50 pounds at times.
- Must be able to climb and use ladders up to 16ft tall.
- Comfortable standing or walking for long periods of time.
- Must have a current state driver's license (to operate bank owned vehicles).
- Must be able to access and navigate all areas of the facilities.