



Positions Available as of 5/7/2025

### **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.

### **FULL TIME TELLER- MALAKOFF**

**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.



Positions Available as of 5/7/2025

**FULL TIME TELLER- ATHENS TYLER STREET**

**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.

**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.