



Positions Available as of 6/30/2026

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.

UNIVERSAL BANKER- ATHENS TYLER STREET

Summary: Provides personalized banking services as a Teller and Customer Service Representative for customers by performing the following duties:

Essential Duties and Responsibilities include:

- Efficiently and correctly performs all teller position responsibilities:
 - Receives checks and cash for deposit, verifies amounts, and examines checks for endorsements and validity.
 - Cash's checks and pays out money after verification of signatures and customer balances.
 - Enters customer's transactions using teller software to record transactions, and issues receipts.
 - 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.



Positions Available as of 6/30/2026

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.

CALL CENTER REPRESENTATIVE- ATHENS TYLER STREET

Summary: Provides personalized banking services to financial institution customers by performing the following duties.

Essential Duties and Responsibilities include:

- Provides ongoing relationship servicing with current customers to maintain goodwill and gain additional business.
- Answers customer's requests and routes calls to the appropriate departments.
- Informs and advises customers of status or enhancements to current account productivity, and suggests resolution on account disputes and other account activity.
- Responds to customer inquiries and requests regarding their accounts.
- Promotes and cross-sells other establishment products and services as appropriate to customer requirements.
- Back's up bookkeeping in some functions as needed.
- Other duties may be assigned.



Positions Available as of 6/30/2026

ADVERTISING & MARKETING OFFICER- DOWNTOWN ATHENS

Summary: The Advertising & Communications Officer is responsible for planning, coordinating, and executing advertising campaigns to promote the bank's culture, brand, or product offerings to reach target audiences.

Essential Duties and Responsibilities include:

- Oversees donation requests and verifies against the budget before committing to the donation.
- Conducting market research
- Preparing advertising and marketing budgets
- Monitoring campaign performances
- Ensuring that all marketing materials align with the bank's brand guideline
- Verifies compliance requirements and consults with the Compliance Department as needed.
- Analyzes consumer trends and competitors to identify new advertising opportunities
- Manages social media advertising
- Negotiates contracts with vendors
- Reports on the effectiveness of campaigns
- Has strong communication, organizational, and analytical skills which are essential for success in this position.
- Implementation and execution of short-term and long-term advertising strategies.
- Coordinates and enforces branding guidelines and standards across departments and business lines both internally and externally.
- Oversee and organizes certain promotional events to facilitate their success.
- Manages special projects to assist with the bank's culture, brand, or product offerings.
- Coordinates with the Public Relations Manager/Marketing Department as needed and to avoid duplication of efforts.
- Creates, reviews, and oversees advertising copy/direct media, descriptive materials, product implementation, digital signage, and radio messaging.
- Designs and maintenance of the Banks website and social media engagement.
- Stays up to date on all current advertising mediums and marketing trends.
- Adheres, monitors and reports on banking applicable regulations as required.
- Writes marketing literature (brochures, press releases etc.) to augment the bank's presence in the markets we serve.
- Exercise discretion and independent judgement with respect to matters of significance.
- Other duties as assigned.

The following duties are not intended to serve as a comprehensive list of all duties required in this position. This job description is intended to provide a representative summary of the major duties and responsibilities. The Advertising Officer may not be required to perform all duties listed and may be required to perform additional duties as requested.