

**Web-Site Job Posting**

Request Date: 07/20/2021 Branch or Dept.: Sandy

**Post Position**

Pull Position

Change Position

Position:		Administrative Clerk/Administrative Specialist
Date Available:		07/20/2021
Location:		Sandy Office
Status:		Full Time / nonexempt
Monthly Salary Range		\$2600.00
Schedule:		M-F 40 hours
Bank Contact:		Terri E.
Phone Number:		503-668-2521
Fax Number:		503-668-7825
Physical Address:		38975 Proctor Blvd Sandy, OR 97055
Email Address:		telsberry@clackamascountybank.com

**\*\*\*Resumes are only accepted with a completed CCB Application\*\*\***

CCB Applications are available at our Main Office located at  
38975 Proctor Blvd.  
Sandy, OR 97055

Or

Request an application by email-

[telsberry@clackamascountybank.com](mailto:telsberry@clackamascountybank.com)

**CCB is an EEO/AA/Veterans/Disabled Employer**

**\*See Job description below\***

**Clackamas County Bank  
Administrative Clerk/Administrative Specialist**

## **SUMMARY**

The individual serving in this position will perform a wide range of back-office functions for the bank such as bookkeeping/accounting, on-line banking customer support calls, general ledger balancing, mail processing, internal quality control, and departmental certifications. See more complete list below. Duties listed are generally divided between coworkers with only some duties assigned as primary responsibilities and others in a backup capacity.

The incumbent reports to the department supervisor who reports to the Chief Information Officer. The Administrative Clerk is typically an entry level position or relevant experience up to 3 years. An individual would typically qualify for Administrative Specialist after 3 years of relevant experience and/or when significant expertise is achieved.

## **ESSENTIAL EXPECTATIONS AND RESPONSIBILITIES**

### **Technical Skills and Duties**

- Ten Key by touch
- Online Banking customer support
- ATM card ordering/maintenance
- Certifications
- Mobile deposit processing
- End of Day processing, includes balancing and corrections of over the counter batches
- Answer incoming phone calls
- Solid knowledge and experience using a personal computer, including word and excel
- Operational knowledge and experience of a mobile device
- Process and correct unposted items/returns
- Proof operations such as batch processing
- Operations account input/changes quality control (callback)
- Branch messenger runs
- Processing mail
- Cash Management
- Wire transfers
- Build query reports
- Balancing of various General Ledger accounts
- Accounts payable
- ACH origination
- Adjustments
- Supplies
- Regulation E processing
- Correspondent bank reconciliations

### **Customer Contact Skills**

- Ability to communicate/assist customers in a pleasant tone and professional manner in person and over the phone with ATM and/or Online Banking issues.
- Listen for opportunities to cross-sell

### **Sales/Referrals:**

- Sell bank services and refer business to the bank
- Stay current on and support marketing efforts
- Responsible for ensuring that individual calling goals are met

### **Work Performance**

- Meet established attendance standards
- Adhere to posted times for breaks and lunch so work flow is consistent
- Utilize time in a productive way
- Adhere to confidential policy guidelines
- Adhere to operational procedures
- Establish priorities
- Cooperate when asked to help others
- Be courteous to co-workers
- Dress appropriately
- Take initiative to ask for additional work

## **QUALIFICATIONS**

### **EDUCATION and/or EXPERIENCE**

Must have a high school diploma or general education degree (GED), or 2 (two) years related experience and/or training, or equivalent combination of education and experience.

### **INTERNAL EDUCATION**

Keep current on learning about bank services and products. Successfully complete all assigned reading material and required compliance training.

### **LANGUAGE SKILLS**

Have the ability to read and comprehend simple instructions, short correspondence and short memos. Have the ability to write simple correspondence and be able to effectively present information in one-on-one and small group situations to both customers and other employees of the organization.

### **MATHEMATICAL SKILLS**

Have the ability to calculate and balance bank accounting data.

### **REASONING ABILITY**

Have the ability to follow written and oral instructions and be able to research situations and solve job-related problems.

### **PHYSICAL DEMANDS**

Be able to work in a moderately noisy environment with phones, computers and calculators. Occasionally be able to lift up to 25 pounds.

### **COMPUTER SKILLS**

Understand and be able to apply computer skills to communicate effectively within the organization using word processing to format letters or correspondence, set-up and maintain electronic folders/files; send/save attachments. Depending on the position, have a basic understanding of accounting software to develop reports and forms such as spreadsheets/tables.

Be able to use email for communication (internal and external) and access outside websites as well as interface with the bank's network.