



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

Job Description

Job Title: Executive Assistant

Department: Commercial Loans

Reports To: Chief Credit Officer

Salary Grade/Salary Range: 9 (\$18.54/hr. - \$29.62/hr.)

Revision Date: December 2015

Position Summary

This position serves as administrative and analytical support to the Chief Credit Officer. May perform a wide range of secretarial and administrative duties including coordination of meeting arrangements and preparation of Board reports; works with highly confidential material.

Essential Duties and Responsibilities

- Maintain regular and predictable attendance and punctuality.
- Provide support to the Chief Credit Officer for a range of duties including coordination of meeting arrangements, preparing reports for the Board of Directors and keeping records of loan related activities.
- Provide data collection, analysis and reporting to support a variety of credit and loan related functions. Includes preparation of reports distributed internally and to the Board of Directors.
- Coordinate implementation of all loan and loan operations policy, procedure and process changes and enhancements under direction of the Chief Credit Officer.
- Coordinate all correspondence from Chief Credit Officer to all departments in Loan Operations, Lending and support staff.
- Take minutes for all loan related meetings and follow-up on all action items.
- Track all commercial loan approvals and coordinate delivery to Loan Operations for processing.
- Follow-up for all problem loan reports from loan officers and the Collection Department, updating financial and loan data as applicable.

- Coordinate development and distribution of loan reporting documentation to Loan Officers, Loan Support Staff, appropriate managers and the Board of Directors.
- Other duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent communication skills
- High proficiency in Microsoft Word, Excel, Access, Outlook and PowerPoint, including extended and enhanced functions.
- Shorthand desirable
- Knowledge of accounting and spreadsheet programs desirable
- Knowledge of basic lending desirable
- Previous banking or related experience desirable

Education and/or Experience Requirements

Associates Degree and two years related experience and/or training; or equivalent combination of education and banking experience required.

Minimum Typing Speed Required

- Typing skills at a minimum of 45 wpm.

Language Skills

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums. Ability to write instructions, memos and other correspondence. Ability to communicate effectively and tactfully, orally and in writing with fellow employees, customers, vendors and management.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute ratios and percentages. Ability to compute interest rate calculations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

Employee Signature

Date

Supervisor Signature

Date