

LCNB Deposit Services

JOB TITLE: Legal Administrative Clerk
DEPARTMENT: Deposit Services
REPORTS DIRECTLY TO: Angela Otis, Asst. Cashier
STATUS: Non-Exempt
DATE:

DIRECT REPORTS: Angela Otis
INDIRECT REPORTS: Ann Smith

BASIC PURPOSE:

The purpose of this Deposit Services position is to process and complete various operational tasks in accordance with Federal laws and Regulations. This person will also assist in daily operational support for the Security Officers and Branch Personnel.

PRINCIPAL ACCOUNTABILITIES:

1. Independently assessing and processing Court Orders which include: Garnishments, Tax Levies, Child Support, Subpoenas.
 2. Completes Public Fund Renewals contracts and Quarterly letters.
 3. Completes CDARS/ICS setup and entries
 4. Setup, Process, and Balance Child Support
 5. Completes procedures for Special Bank Closings and other correspondents.
 6. Preparing and Filing Civil Complaints
 7. Maintains monthly spreadsheet of Iolta accounts and sends file to State of Ohio.
 8. Assists branches in processing Regulation CC and other types of holds.
 9. Answers internal and external telephone calls and identifies the needs of the caller.
 10. Maintains confidentiality to protect the customer and the Bank.
 11. Adheres to security and transaction processing policies and procedures.
 12. Any other responsibilities as may be assigned from time to time.
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POSITION SPECIFICATIONS & SCOPE:

- **MINIMUM EDUCATION/EXPERIENCE REQUIRED:**
 - High school diploma or equivalent education required. A minimum of one year branch and/or bank operations experience.
- **KNOWLEDGE, SKILLS, & ABILITIES:**
 - Good attendance is a must.
 - Good understanding of our core processing software and Deposit Operations processes.
 - Excellent understanding of all products and services, along with their benefits to customers.
 - Excellent telephone communication skills using clear and pleasant voice in order to communicate effectively.
 - Ability to exercise good judgment.
 - Strong problem solving skills.
 - Display a positive attitude, initiative, and flexibility.
 - Demonstrate accuracy and attention to detail – this is a must
 - Ability to organize, prioritize, and deal with pressure.
 - Knowledge of Microsoft Office.
- **WORKING CONDITIONS:**
 - Normal office environment.
 - Monday through Friday banking hours
- **CONTACTS:**
 - Frequent interaction with Deposit Services/Security Officers/Exec Officers.
 - Frequent interaction with Branch Staff, Item Processing and Department Personnel.
 - Frequent interaction with bank attorney