



FIRST NATIONAL BANK

## JOB DESCRIPTION FORM

Division/Department	<b>Retail</b>
Location	<b>Leesburg</b>
Job Title	<b>Relationship Banker/Relationship Specialist</b>
Reports to	<b>Market President</b>

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40+</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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### GENERAL DESCRIPTION

The position of Relationship Banker is responsible for performing routine and intermediate location and customer service duties relating to cash/deposit transactions. Assist with night depository and vault duties. Knowledgeable and skilled in the areas of new accounts, safe deposit. Responsible for maintaining a neat and orderly work area to provide customers with the best possible service in a timely manner. Responsible for adherence to security and audit guidelines. Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations.

### RESPONSIBILITIES

1. Performs all related teller responsibilities including, but not limited to; performing all teller duties in a proficient manner, operating teller equipment and all other equipment necessary to do the job, following established security and audit guidelines, processing deposits and withdrawals within established limits and hold when necessary, balancing teller window each day and completing daily teller reports.
2. Responsible for correcting CTR and MIL completion and reporting suspicious activity to management.
3. Check work materials daily to provide efficient service; attend all Relationship Banker meetings and any other bank meetings requested of you.
4. Keep abreast of changes in regulations by reading training material provided, maintain a professional demeanor even under stressful situations, must be knowledgeable about bank products.
5. Promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services.
6. Assist Lead Relationship Banker with vault duties.
7. Cross-trained for Relationship Specialist.
8. Other duties as assigned.

### JOB SKILLS



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<ul style="list-style-type: none"><li>○ Ability to complete work accurately and accomplish more than one task at a time.</li><li>○ Ability to maintain confidentiality.</li><li>○ Ability to pay attention to details and work under pressure.</li><li>○ Ability to meet deadlines.</li><li>○ Ability to work independently, quickly, and accurately, but know when to ask for assistance.</li><li>○ Ability to identify errors and correct them efficiently.</li><li>○ Ability to get along with others and handle customer problems.</li></ul>	
<b>OTHER DESIRED SKILLS/REQUIREMENTS</b>	
— Minimum high school degree.	
EMPLOYEE SIGNATURE:	
APPROVED BY:	DATE: