

**FIRST STATE BANK OF LIVINGSTON
FULL-TIME LOAN SECRETARY/CSR
WOODVILLE BRANCH
Closes 09/03/2025**

WE HIRE VETERANS

Provide quality, efficient, friendly service promptly; greet customers, answer questions and direct them to appropriate department; answer incoming calls and transfer to appropriate personnel in a pleasant and professional manner; act as receptionist to loan customers and others needing help with deposit accounts; perform general secretarial duties; obtain credit reports as needed; process, upload, and maintain loans; answer and screen phone calls for Loan Officer; prepare and mail past due correspondence; prepare and mail Notice of Adverse Action when application is denied; open new checking, savings, certificate of deposit, and IRA accounts, scanning and filing documents; perform a variety of duties to provide existing and potential customers with appropriate and accurate services while ensuring confidentiality and the security of information; promote the bank's products and services, answer questions, and direct customers to appropriate department for specialized services. Follow established policies and procedures for the position and operate within compliance with federal regulations.

Requirements include a high school diploma or equivalent; one to three months of loan secretary and new accounts experience and/or training or one year as a customer service representative. Required to pass background check; proficiently using computer for processing customer transactions, word processing and spreadsheets; frequently uses calculator, copier, scanner and fax machine; must be capable of accurate typing at a computer keyboard; familiarization with loan and account documentation requirements is also required, but account documentation training will be provided and loan documentation will be under the supervision of a Loan Officer so detailed knowledge is not a mandatory prerequisite; sits for extended period of time, interacts with others, kneels/squats, bends/stoops, pushes/pulls, twists, and transfers up to 10 pounds.

Must be discreet and trustworthy; a consistently positive, cooperative, self-motivated, courteous and professional attitude is an essential function of this position; must treat others with respect and in a professional manner; must like people and enjoy helping them since there is frequent customer contact; expected to work as a team player and roll up sleeves and pitch in as necessary to get the job done; must pay attention to details and not become rattled when there is more work to do than can be completed on schedule; should regard coming to work on time, working shift as scheduled, and leaving at the scheduled time as essential functions of job.

Will work from 8:00 to 4:00 Monday through Thursday and until 5:30 every other Friday.
Management reserves the right to change the schedule.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status.

APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCES BY THE END OF THE DAY ON 09/03/2025.

You may pick up an employment application at any of our branches or apply online at <https://www.workintexas.com>.