



Position: Executive Secretary
Reports To: CEO
Location: Idaho Office – 233 E Idaho Street

Position Summary

The position of Executive Secretary will support the activities of the CEO of Three Rivers Bank in accordance with the organization's Mission Statement and Core Values. Primary responsibility of this position is overall organizational support to the CEO, Executive Team and the Board of Directors. General responsibilities include support with loan documentation, credit analysis, reviews and correspondence. This position reports to the CEO.

Essential Functions

- Provide support to the CEO by
 - completing various forms and correspondence
 - answering CEO's phone and back up bank and departmental phones as needed
 - maintain CEO's calendar and Bank-wide calendar, make travel arrangements for CEO and other executives as requested
- Prepare, organize and provide support for Board Meetings and Executive Team Meetings
 - Board of Directors meeting
 - Maintain schedule and records, prepare and maintain meeting agendas and communicate with Directors regarding meetings and other correspondence as directed. Gather documents for presentation at Board Meetings and distribute to Directors via iPads.
 - Administration of Bank Policies as needed for presentation to the Board for approval and posting of each once approved.
 - Support loan officers in preparation and presentation of loan packages to Board of Directors for submission for approval, for submission between board meetings and for submission at board meetings.
 - Take minutes, prepare draft and final minutes for the meetings
 - Provide follow up as needed and facilitate functions between meetings
 - Maintain minutes books of TRB
 - Maintain TRB Board documents in DCI
 - Executive Team Meetings

- Schedule and communicate Executive Team Meetings and deadlines. Gather documents for presentation and distribute to team members via iPads
 - Take minutes, prepare draft and final minutes for the meetings.
 - Maintain meeting minutes
 - Provide follow up as needed and facilitate functions between meetings
 - Holding Company Duties
 - Prepare the annual meeting letter and affidavits/proxies
 - Take the minutes at annual shareholders and GNB meetings
 - Pay out dividends
 - Maintain stock book
 - Transfer/update stock certificates, as necessary
 - Pay monthly bills for ERM building
 - Provide support for Committee Meetings as needed to support the CEO and organization; scheduling, calendar invites, prepare agendas, upload documents to On Board, Take meeting minutes as requested, prepare and maintain draft and final minutes of meetings
 - Prepare, organize and maintain agenda and documents for various Committee meetings as needed to support the CEO and organization.
 - Primary administrator of OnBoard Software (used in iPads for all meetings, Board of Director meetings and loan voting, and other paperless decision making or information sharing).
 - Maintain list of iPads, including specifications, serial numbers and assignment of iPads to Executive Team and Committee Team Members
 - Train and support others on use of OnBoard Software and initiate licenses to users
- Provide support for CEO and other Lenders as requested with business development and lending functions by:
 - maintaining loan files
 - processing various forms of loan documentation to include loan setup sheet, origination documents and requesting necessary documentation for loan process and closing
 - assisting with commercial loan calculations, analysis and cash flow analysis
 - preparing loan modifications and extensions
 - completing loan credit summaries
 - processing loan payments and assist with payoffs and customer inquiries
 - assisting as needed for loan closings
 - providing follow-up on loan documentation and outstanding items for CEO
 - assisting in the clearing of exceptions or missing documents of loans in systems

Additional Responsibilities

- Provide support as needed to Bank Officers and Team Members as directed by CEO
- Maintain knowledge of bank policies, procedures and regulatory compliance requirements
- Complete all assigned education and compliance requirements

- Actively support Heritage Club and Highlander Track/Cross Country events to include 2 of each activity (HC or Highlander) within the year
- Assist with customer inquiries – providing premiere service

Skills and Competencies

- Three to five years clerical/administrative experience desirable
- Prior banking experience preferred
- Proficiency with Microsoft Office product suite
- Ability to communicate with internal and external customers verbally and in writing
- Must be bondable
- Customer service – must be able to provide courteous and personal attention providing customer satisfaction
- Must be able to conduct oneself in a manner that promotes trust in the individual and our organization.
- Must maintain confidentiality at all times due to the nature of information about employees, customers and transactions
- Work cooperatively and respectfully with all Bank Team Members
- Self-directed, must be able to fulfill the responsibilities of the position with minimal supervision
- Must be able to prioritize and organize responsibilities to maximize productive results

Physical Demands

- Normal office environment
- Extended PC viewing, keyboarding with periods of sedentary work
- May be required to stoop, kneel, stand, walk, talk, hear, reach with hands and arms
- May be required to occasionally lift/move up to 30 pounds

The physical demands noted above are representative of those that must be met by an employee to successfully perform the essential function of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date

Printed Name