March 2014

Job Title: Deposit Operations Associate II
Department: Deposit Operations

Job Summary:

The Deposit Operations Associate II opens and closes deposit accounts (checking, money market, and certificates of deposit) from input sheets completed by Relationship Managers. Verifies account setups, handles day to day account maintenance, and responds to customer inquiries. The Deposit Operations Associate II performs front end processing, including mail deposits and teller transactions, as well as daily back end items such as exceptions and returns (e.g. NSF, ACH returns, and other exception items). Performs wire transfer verifications (signatures and call backs) in accordance with established procedures, and enters information into the wire exchanges system to perform transactions. Performs other related duties, such as mailings, as assigned or required.

Minimum Job Requirements:

- High School diploma or equivalent.
- A minimum of 1 year of experience, including some bank operations experience.
- Proficiency in basic math skills and effective communication skills are necessary.
- General knowledge of office software is required.
- Job may require additional hours of work during peak periods to meet service levels.

To apply to this posting, email jobs@tscbank.com. Please include pay requirements and resume when responding. Only candidates of interest will be contacted. TriState's compensation and benefit programs offer a comprehensive package that makes it a leader in the Pittsburgh marketplace.

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