

# CENTURY SAVINGS BANK

JOB TITLE: Executive Secretary  
DEPARTMENT: Executive  
LOCATION: Operations Center  
ACCOUNTABILITY: CEO  
JOB STATUS: Non-Exempt, 37.5 hours per week  
GRADE: 15

Under the general supervision of the CEO, the Corporate Secretary provides administrative and secretarial support to the President, Board of Directors and Senior Management.

## **Primary Responsibilities:**

Perform any function necessary to ensure the bank provide the highest level of customer service and responsiveness to the diverse financial needs of individuals, families, businesses and organizations served by the Bank. Attend all Board-level meetings, and any other meetings as requested, to record minutes.

## **Position Requirements:**

The completion of a High School education or equivalent. Five years of full-time secretarial experience with at least two years at the executive level. Able to use various types of office equipment and computer software such as Microsoft Office applications.

## **Essential Job Functions:**

1. Type and design general correspondence for the CEO to include word processing/typing of letters, memos, forms, policies and procedures (includes handling of confidential information) and for other Management Team members when necessary. Typing of all minutes for Board meetings, Committee meetings, and Management meetings whenever appropriate.
2. Schedule and organize complex activities such as meetings, travel and department activities for all members of the Management Team and Board of Directors.

3. Provide administrative support to include large volumes of information, telephone coverage, copier projects, and communications internally and externally. Oversees the ordering of regular office supplies.
4. Provide telephone support for the Management Team.
5. Sort, distribute and deliver mail daily. Prepare interoffice mail for the runner. Open mail for the CEO and determine level of priority.
6. Assist the CEO in the management of his schedule.
7. Maintain master copy of Bank Policies Manual and ensure all copies are revised/updated.
8. Maintain Board of Directors meeting minutes books and prepare and deliver all Board meeting packages. Responsible for posting/arranging Board and Committee meeting content on the Board portal and maintaining the portal libraries.
9. Maintain master files for CEO.
10. Responsible for purchasing office supplies for all departments within the Operations building and approving office supplies orders from all other Bank locations/departments. Also responsible for ordering pre-determined other supplies Bank-wide, keeping inventory of these items, and preparing these items for delivery via courier to all Bank locations.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be requested to follow any other Instructions and to perform any other duties requested by his or her supervisor.

### **Other Responsibilities Include:**

Corporate Secretary is expected to be familiar with and to fulfill the compliance requirements within his/her area of responsibility. All employees have the duty and responsibility to prevent and report improper employee and customer activity. Allegations of wrongdoing or suspicions that any Bank policies or procedures have been violated must be reported immediately.

Daily travel may be required to other locations and employee must be able to work irregular schedules to meet the demands of the Bank, which may include early morning or evening hours.

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas and tries new things willingly.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification; Responds well to questions; Demonstrates small group presentation skills. Participates in Board of Directors meetings.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality. Applies feedback to improve performance.

Quantity – Meets or exceeds standard number of daily transactions; Completes work in a timely manner; Strives to increase productivity; Works quickly. Ability to multi-task and prioritize assignments.

Attendance/Punctuality – is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings on time.

Dependability – Follows instructions, responds to management direction; Takes responsibilities for own actions; Commits to longer hours of work when necessary to reach goals.

Reasoning Ability – Ability to apply common sense understanding to written or oral instructions; Ability to deal with problems involving standard situations.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure using whole numbers; common fractions, and decimals; Ability to compute rate, ratio, and percent and to interpret reports.

### **Physical Demands/Conditions Requirements:**

Any physical demands/work conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be regularly required to sit or stand for prolonged periods of time, talk to internal and external customers. The employee may occasionally be required to reach with hands and arms, stoop, kneel or crouch. The employee may regularly lift and or move up to 30 pounds. Vision is required by this job. The noise level in the work environment is usually moderate.

**Acknowledgment**

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time. I have read and understand this job description.

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Print Employee Name Date

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Employee Signature Date

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Manager Signature Date