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Job Details

Requisition Number	10-0005
Post Date	1/3/2011
Title	COMMERCIAL CLERK I
Position Type	Part Time
Location	Main Bank Building
City	Wichita
State	KS
Description	<p>General Description: Provides administrative and operational support with a broad range of duties for the Credit Personnel. Strict standards of confidentiality must be maintained.</p>

Requirements

Essential Functions: Drafts and types documents and correspondence, establishes and maintain files and records, and develops and prepares reports. Gathers the necessary information to complete reports along with the distribution of reports and meeting minutes in an accurate and timely manner. Logs information as needed and provides data entry for financial analysis. Inputs all Cash Management and Bankcard requests. Assist with special projects and requests as needed. Orders and maintains department supplies as well as reconciles requisitions for the purchase orders.

Skills, Knowledge and Abilities: High School diploma or equivalent with 3-6 months related job experience. Commercial Lending support experience preferred. Knowledge of computers and Microsoft Office Suite is required. The incumbent must have strong math skills, strong written and oral communications skills.

Competencies: Communications, Cooperation, Credibility, Customer Service Orientation, Integrity, Initiative, Job Knowledge, Quality, Teamwork, Accuracy, Adaptability, Dependability, Judgment, Planning & Organization, Problem Solving, and Quantity.

Working Conditions: Normal office environment. This job description summary in no way states or implies that these are the only activities to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related responsibilities requested by their supervisor.

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