



Heritage Bank
Brilliant banking.™

POSITION DESCRIPTION

TITLE: Personal Banker
FLSA: Non-Exempt
SEGMENT: Operations
REPORTS TO: Nicole Cabral
SHIFT: Monday-Friday; 8:00 am — 5:00 pm
Saturday 9:00 am — 12:00 pm (periodically)

SUMMARY

The position of Personal Banker is responsible for performing duties and support related to Bank operational activities and financial services; processes new account transactions; assisting customers in their selection of various accounts and financial services; cross-selling the Bank's products and services; opening, maintaining and closing of all account types; performing Bank clerical duties; promoting business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. This position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, and analytical reasoning. The position of Personal Banker also is required to be fully knowledgeable and skilled in the areas of teller, bookkeeping, vault, safe deposit, and is required to provide positive leadership, training and support to our deposit operations department.

SUPERVISORY RESPONSIBILITY

The position of Personal Banker is not responsible for the supervision of any employee(s).

Please submit resume to:

Heritage Bank
ATTN: Nicole Cabral
3024 SW Wanamaker Rd
Topeka, KS 66614

Or by email to: nicolec@heritagemail.com

**HERITAGE BANK IS AN EQUAL OPPORTUNITY EMPLOYER –
Minority/Female/Veteran/Disability**