

3. Coordinate compliance with the privacy policy
 - a. Update privacy notice as needed and ensure disclosure requirements are being followed.
 - b. Ensure all staff are adequately trained in the privacy policy. Develop curriculum and conduct new hire and periodic training as needed.
4. Ensure compliance with Identity Theft Prevention and Red Flags
5. Serve as a member of the bank's Compliance Committee and will be expected to stay up to date on regulatory changes informing the Compliance Committee and other affected staff as needed about any relevant changes needed in bank policies or procedures.
6. Assist in monitoring and reviewing the deposit procedures of the bank.
 - a. Assist in developing recommendations for enhancement of compliance policies and procedures and for remediating compliance deficiencies.
 - b. Communicate deposit compliance violations and recommended action to supervisor and other staff as necessary.
7. Assist in training employees in regulatory compliance and distributing information as laws change.
8. Study regulatory compliance issues and stay current on job-related compliance issues.
 - a. Attend on-going training to gain and maintain knowledge of regulatory compliance issues.
 - b. Complete assigned training courses in a timely manner.
9. Undertake special projects as assigned by supervisor.
10. Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

Preferred Skills

- Strong problem-solving abilities.
- Ability to maintain a high level of confidentiality.
- Excellent organizational and communication skills.
- Ability to exercise independent judgment within established policies and guidelines and provides appropriate customer solutions.
- Must have strong sales, customer service, verbal, written, math, PC and operational skills.
- Ability to work independently and in a team environment.

Preferred Experience

- 2-3 years work experience. High school diploma or equivalent required; Associates Degree preferred.
- Experience with sales, customer service, and cash handling.
- Previous retail banking experience.

To find out more details and apply, please email us at career@waltonstatebank.com