



JOB DESCRIPTION: Trust Operations Assistant
DEPARTMENT: Trust
REPORTS TO: Senior Vice President & Trust Officer

JOB SUMMARY: Provides operational and administrative support for trust and investment activities, ensuring accurate processing, compliance and record management. Serves as a key point of coordination with vendors, officers and internal teams to support account administration and departmental operations.

MAJOR RESPONSIBILITIES:

- Primary Contact and Trading Processor. This includes various functions related to executing and processing trades and working as a liaison with various trading vendors.
- Administrative duties include filing, new and closed account processes, greeting clients, answering the phone and other duties as assigned.
- Assist with long-term record retention process for both paper and electronic records.
- Responsible for preparation of 1099s, 5498s, 1099-Rs, and 945 tax forms, and assist in the processing of fiduciary returns and electronic retention of the information.
- Pricing unique assets for year-end tax processing.
- Assist in maintaining the Real Estate Database and various functions associated with this unique asset such as paying real estate taxes and maintaining maps of property for internal use. Review mineral interest legal documentation including royalty interest and decimal interest per well.
- Assist with various functions within the Trust Department such as Accounts Receivable Reporting, State Land Department Reporting, and preparation of documents for various court proceedings.
- Primary contact for our litigation vendor, Chicago Clearing Corporation. Maintain and execute the entire litigation process.
- Assist in the preparation of spreadsheets and other reports as requested for the Devils Lake Area Foundation Annual Review.
- Back-up duties for Trust Processor and Front Desk as assigned and/or rotated.
- Assist Officers and Trust Operations Coordinator with preparation for annual account reviews.

- Assist Officers with other duties as requested.
- Community involvement to enhance the Bank's visibility is encouraged.

PREFERRED SKILLS:

- Strong attention to detail and accuracy.
- Excellent organizational, analytical, and problem-solving skills.
- Proficiency in Microsoft Office applications.
- Ability to work independently and collaboratively.
- Strong communication and customer service skills.
- Ability to adhere to Bank policies and procedures.
- Professional demeanor in appearance, interpersonal relations, work ethic and attitude.
- Ability to exercise sound judgement and to observe the highest degree of confidentiality in the handling of information.

PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods and perform data entry.
- Occasional lifting of files or materials up to 20 lbs.

QUALIFICATIONS:

- Associate degree in Business, Finance, or related field preferred.
- Two to four years of experience in banking operations, deposit services or related areas preferred or a combination of education and experience.