



**JOB DESCRIPTION:** Trust Operations Assistant  
**DEPARTMENT:** Trust  
**REPORTS TO:** Senior Vice President & Trust Officer  
**SUPERVISES:** No supervisory responsibility

**JOB SUMMARY:** Provide clerical and administrative support for the department following well-defined internal procedures. Community involvement to enhance Bank visibility is encouraged.

**DUTIES:**

- Primary Contact and Trading Processor. This includes various functions related to executing and processing trades and working as a liaison with various trading vendors.
- 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.
- Back-up duties for Trust Processor and Front Desk as assigned and/or rotated.
- Clerical duties including filing, new and closed account process, greeting clients, answering the phone and other duties as assigned.
- Assist in the preparation of spreadsheets and other reports as requested for the Devils Lake Area Foundation Annual Review.
- Primary contact for our litigation vendor, Chicago Clearing Corporation. Maintain and execute the entire litigation process.
- 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.
- 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 long-term record retention process for both paper and electronic records.
- Assist Officers and Trust Operations Coordinator with preparation for annual account reviews.
- Assist Officers with other duties as requested.

**CORE RESPONSIBILITIES:**

- Attention to detail.
- Ability to exercise sound judgment and to observe the highest degree of confidentiality

in the handling of information.

- Ability to adapt to different various questions or situations that may present themselves.
- Ability to communicate and interact effectively with the public and co-workers.
- Professional demeanor in appearance, interpersonal relations, work ethic and attitude.
- Ability to adhere to Bank & Trust Policies and Procedures.
- Ability to communicate effectively orally and in writing.