



POSITION DESCRIPTION

Functional Title: Legal Processor

Effective: October 2013

Grade: Refer to Leveling Matrix

Reports to: Deposit Operations Supervisor

Direct Reports to this Position: None

Exemption Status Based on FLSA: Exempt () Non-Exempt (X)

Summary of Job Responsibilities:

Maintains awareness, understanding and compliance with Guaranty Bank and Trust's "Code of Ethics", internal policies and procedures, laws and regulations, that are appropriate for his/her position.

This position is responsible for the processing of incoming Legal requests. These functions include but are not limited to: Levies, Garnishments and Subpoenas. This position will also perform reconciliations of accounts, Unclaimed Property Reporting and generate various reports for Executive Management.

Essential Duties:

Employees are held accountable for all duties of the job.

- 1) Demonstrates core values and guiding principles as outlined in the Bank's identity statement.
- 2) Ensures that all activities and work functions meet compliance requirements as defined in company policies and procedures and state/federal laws and regulations.
- 3) Act as central point of contact levies, garnishments, Subpoena for documents.
- 4) Process incoming Levies and Garnishments.
- 5) Review, log and send letters on Subpoenas for documents and forward for research.
- 6) Regulation D Suspect Violations Review Process.
- 7) Process Unclaimed property:
 - a) Maintenance in Unclaimed Property applications
 - b) Due Diligence
 - c) Reporting
 - d) Research
- 8) Process Federal Withholding payments to IRS.
- 9) Review RDC deposits and report issues accordingly.
- 10) Reconcile of various Internal accounts with Accounting:
 - a) Levies and Garnishments
 - b) Dormant Checks
 - c) Federal Withholding
 - d) Other accounts as appropriate
- 11) Process Collections:
 - a) Incoming and outgoing Domestic
 - b) Incoming and outgoing Foreign
 - c) Oil and Gas Leases
- 12) Order Foreign Drafts.
- 13) Issue Cashier's Checks as required.
- 14) Print Interest Checks.

- 15) Process Contact Queues.
- 16) Prepare reports for Board and Management.

Non-Essential Duties:

- 1) Assists various positions within the department as appropriate.
- 2) Performs other duties as assigned.

Required Qualifications [Knowledge (Education), Skills and Abilities (KSAs)]:

- High school education or equivalent.
- Demonstrated aptitude for accuracy with numbers.
- Strong communication skills.
- Typing and basic computer experience.
- Good decision-making skills.
- Refer to leveling matrix for additional requirements.

Preferred Qualifications: Refer to Leveling Matrix

Types of Decisions: Refer to Leveling Matrix

Consequences of Errors: Errors may have a significant adverse effect on relationships with customers, other departments of the bank, or regulatory authorities. Errors could also cause significant dollar losses due to the high volume and high dollar amounts processed on a daily basis.

Contact with Others: Unlimited contact with customers and employees both in person and on the telephone. Must display quality of service showing courtesy, tact, and discretion at all times. Maintains a positive demeanor and displays excellence in service, keeping the banks image in mind at all times.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 50 lbs.
- Ability to sit for long periods of time.

The above statements are intended to describe the general nature and level of work being performed. This job description should not be construed to imply that these requirements (job responsibilities and KSAs) are the exclusive standards of the position. Incumbents may be required to follow other instructions, and to perform other duties, and obtain other KSAs that may be required of the position.

Leveling Matrix

FSLA Code	Legal Processor Non-Exempt	Legal Specialist Non-Exempt	Legal Coordinator Non-Exempt
Required Experience	<ul style="list-style-type: none"> • Basic general knowledge of assigned functions; sound technical skills • Prior banking experience preferred. 	<ul style="list-style-type: none"> • 3-5 years banking experience; Back Office specifically preferred • Demonstrated ability to handle multiple tasks and responsibilities • Ability and willingness to take on additional tasks • Working knowledge of various regulations and laws • Demonstrated ability to handle complex issues • Displays high level of initiative • Demonstrated ability to accurately answer basic questions of less skilled workers or may provide functional guidance to less experienced team members • Thorough knowledge of assigned functions; strong technical skills • Prepares and processes reports • Thorough knowledge of resources available within the bank, including but not limited to Intranet, Policies and Procedures, next level authority. 	<ul style="list-style-type: none"> • Minimum 5 years general banking experience preferably in back office operations or with Levies and Garnishments • Demonstrated ability to handle multiple tasks and responsibilities as well as lead other staff members through such tasks • Ability to provide information and make appropriate recommendations. • Displays high level of initiative and helps motivate other staff members • Demonstrates ability to accurately answer complex questions from co-workers. • Oversees daily functions of legal processes • Prepares and processes reports • Comprehensive to expert level of knowledge of assigned function; exceptional technical skills • Demonstrated ability to not only handle complex issues, but to lead others to solutions of such issues • Leads team in Legal Processes Training • Models exceptional customer service when dealing with internal and external issues and opportunities • Maintains Certification or ongoing training.

*** Promotional opportunities within this position are evaluated based on many factors such as performance, supervisor evaluation, demonstrated ability to perform the job requirements of the next level, and other such factors.**