Job Title: Proof Operator 1  
Department: Information Technology  
Reports To: Proof Operations Supervisor  
Salary Grade/Salary Range: 2 ($9.60/hr - $12.99/hr)  
Revision Date: 5/9/2013  

Position Summary  
Processes banking transactions captured remotely through branch capture. Completes data entry, reject correction, and balancing functions to prepare transactions for processing through core banking system. Prepares image exchange Cash Letter(s). Supports Computer Operations as available and necessary.

Essential Job Functions and Responsibilities  
- Regular and predictable attendance and punctuality.  
- Uses a personal computer (PC) to complete required data entry, reject correction, and balancing of all bank transactions;  
- Processes paper and same day settlement items through image capture;  
- Uses a PC to research bank transactions using item research software;  
- Maintains various log sheets used during the course of each day;  
- Communicate frequently with remote branch personnel regarding transactions in question;  
- Perform the end of day branch verification process;  
- Prepares, sends, and receives image cash letters;  
- Processes all transit bags; sorts and delivers contents;  
- May serve as a member of the Disaster Recovery team;  
- Prepares daily reports as assigned;  
- Photocopies and distributes reports and notices as assigned; and  
- Assists with other tasks as assigned by Proof Operations Supervisor  
- Other duties as assigned.
**Qualification Requirements**

- To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
- Must pass a ten key adding test with a high degree of accuracy using the touch key method, not by sight. Test is taken on a PC. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience Requirements**

- High School Diploma or General Education Degree (GED) required.
- Work experience in data entry in the financial industry preferred.

**Minimum Typing Speed Required**

Keyboarding: 35 wpm / 10-Key: 150 cpm

**Language Skills**

- Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums.
- Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with employees, customers, vendors and management.
- Must possess the ability to speak clearly so others can understand.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Ability to read and comprehend instructions, correspondence, memoranda and technical documentation; ability to write routine correspondence and reports; ability to communicate effectively with Bank staff and vendors.
- Bilingual skills desirable.

**Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to use a basic calculator.
Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to apply common sense understanding to execute instructions furnished in written, oral or diagrammatic form; ability to deal with problems involving several variables in normal situations; ability to apply principals of analysis to the solution of proof processing problems.

Other Skills and Abilities

- Familiarity with Windows-based computer required. Previous experience with the Microsoft Office suite and banking-related software preferred.
- **Evaluating Information to Determine Compliance with Standards** – Using relevant information and individual judgment to determine whether transactions, events or processes within scope of authority comply with laws, regulations or Bank standards.
- **Establishing and Maintaining Interpersonal Relationships** – Developing constructive and cooperative working relationships with others and maintaining them over time.
- Ability to assume responsibility, display initiative, exercise good judgment and make and act upon decisions within the scope of assigned authority.
- Ability to organize and prioritize work with direction from Proof Operations Supervisor.
- Ability to deal effectively and tactfully with vendors and Bank staff in order to create and maintain good relationships in day–to–day contact and the handling of inquiries and/or requests.

Physical Demands

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 20-25 pounds and occasionally lift and/or move 20-25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is required for this position.
WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate due to the operation of electromechanical computer equipment.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

____________________________________________  _______________________
Employee Signature                               Date

____________________________________________  _______________________
Supervisor Signature                             Date