



**SHELBY COUNTY
STATE BANK**
MEMBER FDIC

New career opportunity now available!

Are you looking for a rewarding career with a wonderful opportunity and benefits? We offer a family-friendly culture and schedule, paid vacation, personal and sick time, paid holidays, medical, dental, vision insurance, 401(k) Retirement Plan. If you are looking for a long-term position with professional development and advancement, this may be the ideal career opportunity for you!

Shelby County State Bank, an Equal Opportunity and At-Will employer, is seeking a full-time position within our IT/Bookkeeping Department located at our Main Bank at 130 South Morgan, Shelbyville, Illinois. Shelby County State Bank is a locally owned and operating financial institution doing business since 1895 with six convenient banking locations within Shelby County.

Position: Electronic Service Representative

Full-Time/Salary Position, working 35 – 40 hours per week.

This position will provide support to customers regarding account activity, maintenance, and electronic services; monitor system operations, identify conflicts and make required adjustments to resolve disputes or errors; provide staff support and maintenance; ability to operate and understand various system processes and programs.

Minimum Qualifications include:

Must have strong interpersonal skills to communicate effectively with customers and co-workers.

Must be able to work independently and uphold the highest of confidentiality.

Must be detail-oriented, dependable and team oriented.

Must be able to troubleshoot and manage difficult situations promptly and professionally.

Must have knowledge of Word, Excel, Microsoft Office and Outlook; use general office equipment.

Education/Experience:

Must have a high school diploma.

Banking experience is helpful but not required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, see and hear. The employee must have the ability to sit for extended periods of time and have complete hand and finger function.

Shift:

Weekly rotating schedule

Early week: Mon & Fri; 7:30am – 3:15pm; Tues & Wed; 7:30am – 3pm; Thurs: 7:30am-5pm

Middle week: Mon – Fri; 8am – 4pm

Late Week: Mon & Fri; 8am – 5pm; Tues & Wed; 8:30am – 5pm; Sat; 8am – 12pm; Thursday Day Off

(Training Period schedule: Monday – Friday; 8am – 4pm; Every third Saturday 8am – 12pm; weekly afternoon off if working Saturday)

One hour daily paid lunch break

Applicants must be able to pass pre-employment screenings, including a criminal background check and credit check.

Interested applicants should complete and submit the provided electronic application, drop off completed application at any of our SCSB banking locations or mail to:

Shelby County State Bank
Human Resource Department
130 South Morgan, P. O. Box 530
Shelbyville, IL 62565