



Credit Clerk

Department: Credit
Reports to: Senior Credit Officer
FLSA Status: Non-Exempt
Location: Houston, TX 77034

Position Summary:

The primary purpose of this position is to assist the credit department with administrative support.

Essential Duties and Responsibilities:

Include the following:

- Clear financial exceptions from the system by reviewing accuracy of documentation
- Filing credit documentation
- Serve as back up to Credit Assistant in regards to pulling credit and Lexis Nexis
- Assist the Senior Credit Officer and Commercial Bankers as needed
- Actively participates in preventing internal and external fraudulent activity to prevent losses
- Follow all established policies and procedures in completing the essential duties
- Follows Texan Bank's goals, mission, vision and values.
- Works cooperatively with other areas of the bank to accomplish goals.
- Understands and complies with all bank procedures, laws and federal regulations.
- Completes all required and ongoing education and training.
- Other duties as assigned.

All Bank employees are expected to recognize suspicious activity and are responsible for discussing unusual transactions, circumstances, behavior, or activity with supervisory personnel or BSA Officer. All Bank employees are required to keep confidential any suspicious activity customer's may exhibit. Failure to abide by this requirement may result in monetary penalties assessed to the Bank and employee, up to and including termination.

Competencies:

To perform this job successfully, an individual must exhibit the following competencies in the performance of the essential duties and responsibilities of the job.

Competency	Description
Initiative	Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help.

Dependability	Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality.
Communications	Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
Quality	Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
Job Knowledge	Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
Adaptability	Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation.

Supervisory Responsibilities: Not Applicable

Qualifications:

High school diploma, or GED, and three months related experience and/or training or equivalent combination of education and experience.

Texan Bank is an Equal Opportunity Employer. All applicants should be advised that Texan Bank is an Equal Opportunity Employer. Any individual seeking employment will be considered for employment without regards to race, gender, color, creed, national origin, religion, marital status, sex, sexual orientation, gender identity, veteran status, or disability.