



**CHESAPEAKE**  
BANK AND TRUST COMPANY

<b>Job Title:</b>	Assistant Branch Manager	<b>Date Last Updated:</b>	12/31/22
<b>Department/Group:</b>		<b>Position Type:</b>	Full Time
<b>Location:</b>	Chestertown, Maryland	<b>Reports To:</b>	Branch Manager
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
Supervises and administers the branch office providing a full complement of banking services to businesses and individuals. Supervises full and part-time teller staff.			
Manages Branch.			
<ol style="list-style-type: none"><li>1. Ensure adequate staffing of branches through monthly scheduling.</li><li>2. Promote deposit products and services, consumer loans and Investment services through both internal and external sales activities.</li><li>3. Perform various internal audits which include but are not limited to: monthly cash audit, monthly cash item audit, monthly inactive and dormant account audit and monthly OFAC audit.</li><li>4. Sign checks within authority.</li><li>5. Review branch CTR Reports for accuracy before submitting.</li><li>6. Ensure branch compliance with applicable regulations and laws.</li><li>7. Open and perform maintenance on IRA deposit accounts</li></ol>			
Supervises teller line.			
<ol style="list-style-type: none"><li>1. Responsible for security and operation of teller line.</li><li>2. Oversee daily cash settlements.</li><li>3. Supervise and assist tellers and CSR's.</li><li>4. Perform teller duties as needed.</li></ol>			
Training.			
<ol style="list-style-type: none"><li>1. Responsible for training, assisting, and developing existing and new employees.</li></ol>			
Other.			
<ol style="list-style-type: none"><li>1. Complete daily branch reports as assigned.</li><li>2. Perform all other duties as assigned.</li><li>3. Knowledge of loan processing practices, methods and procedures and knowledge of commercial, real estate and consumer loan files and documents are a plus.</li><li>4. Ability to be flexible and able to work in a focused multi-task environment.</li><li>5. Ability to assume responsibility, display initiative, exercise good judgement and make and act upon decisions with minimal supervision.</li></ol>			



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**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Bachelor's Degree or equivalent in business, accounting, economics or related field of experience. Knowledge of banking and its Rules and Regulations preferred. Minimum of 5-years banking and supervisory experience. Must possess supervisory, analytical and customer service skills.

**PREFERRED SKILLS**

- Must possess utmost professional qualities, high energy, results driven, and self-motivated.
- Excellent communication skills required, both written and verbal.
- Ability to resolve conflict concerning customers, branch operations and personnel.
- Must be able to maintain positive behavior in daily contact with customers and staff.
- Active community member who can promote the Bank and its products.
- Ability to supervise multiple employees.
- Proficient with Microsoft Office.

I have reviewed this job description that describes in detail the functions along with the skills, knowledge, and behavioral traits needed to satisfactorily perform the duties of this position.

I have a thorough understanding of the functions, requirements and skills needed for this job and what is expected of the person filling this position.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**