

Share Draft Coordinator – Job Description Summary

Services all share draft accounts assisting any customer with the operation of their share draft account. Researches and retrieves documents for internal or external membership requests. Supports the scanning, settling and retention of checks as established through guidelines.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment