

Corporate Trust Officer

SUMMARY:

Responsible for the administration of the services performed by the organization on behalf of corporations, partnerships, associations, and other institutions, where the organization acts in any of the following capacities: trustee under a trust deed, pension plan, profit-sharing plan, insurance trust, or land trust; stock transfer agent; trustee of business indentures; agent for real estate escrows and custodianship; depository and stock registrar. Actively participates in new business development.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Directs drafting of drafts, or consults with client's attorney who drafts, legal documents specifying details, conditions, and duration of trust.
- Locates and places funds, securities, and other assets in trust account.
- Interviews trust beneficiaries of court-ordered guardianship trusts in order to locate probable sources of assets.
- Negotiates with public agencies, such as Social Security Administration and Worker's Compensation Commission, in effort to accumulate all assets into trust.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)