

UNITED SOUTHERN BANK

Job Title: IS & Network Assistant

FLSA status: Non-Exempt

Department: Information Technology

Reports to: Information Security Officer

Position summary: The Information Security and Network Assistant is responsible for supporting the bank's technology needs by assisting in the monitoring and troubleshooting of the bank's software and applications. The IS/Network Assistant may also perform the essential job functions as a back-up to the Information Security Officer in their absence.

General Purpose: Increase revenue and promote growth while providing quality customer service.

Role qualifications:

- Willing to learn automation software
- Assist Network Department in analyzing hardware and software
- Ability to troubleshoot and evaluate telecommunication systems
- Assisting in process of installation of upgrades
- Assist with special projects as assigned
- Assist ISO with security risk assessments, developing of policies, standards, procedures, and testing.
- Follow bank procedures on legal and regulatory requirements including those under the Bank Secrecy Act

Position responsibilities:

- Communicate effectively with internal customers
- Communicate and negotiate with software and system vendors effectively
- Work productively with team

Essential skills and experience:

- Proficient in resolving errors
- Strong communication skills, both verbal and written
- Ability to work under time constraints and fluctuating work volumes effectively and efficiently

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to walk; sit; use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.