

**FIRST STATE BANK OF LIVINGSTON  
MAIN BANK  
PART TIME COURIER/MAINTENANCE  
CLOSES 5/8/2024**

Provide quality, efficient, friendly service promptly; perform a variety of duties including, but not limited to, performing scheduled courier services for the Bank such as carrying articles, documents and packages between all branches, sorting, delivering and picking up mail from the post office; and other duties as directed, cleaning areas of the premises as assigned or requested; gathering and taking out trash; moving items between departments manually or using a hand truck dolly; perform minor routine painting, plumbing, electrical, and related activities; notifies supervisor concerning need for major repairs; sets up, arranges, and removes tables and chairs for events and social functions.

Must kneel/squat, bend/stoop, push/pull, twist, climb, grasp/squeeze, reach, and lift up to 50 pounds.

Must be able to tolerate outside working conditions for a portion of each day and able to maintain physical activity over prolonged periods of time.

Must have a clean driving record and pass background check.

Must be discreet and trustworthy.

A consistent positive, cooperative, self-motivated, and courteous attitude is considered an essential function. Must treat others with respect.

Expected to work as a team and roll up sleeves and pitch in as necessary to get job done.

Must be able to work Monday through Friday from 10:30 A.M. to 5:00 P.M. Management reserves the right to change this schedule. Will cover for coworker's absences including vacation.

**All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status.**

**APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCES BY THE END OF THE DAY ON 5/8/2024.**