

# Bank of Utica

is seeking to fill the following position:

## *Executive Secretary*

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**Bank of Utica, a local community bank serving the Greater Utica area since 1927, has a full-time position available for an Executive Secretary working with our President/CEO and Commercial Lenders.**

Responsibilities include:

- Provide a high level of secretarial services
- Provide customer assistance such as overseeing safe deposit and savings bond operations

Qualified applicant should have:

- Interpersonal relationship skills
- The ability to take dictation
- Computer skills including proficiency with Word and Excel
- Prior banking experience (preferred)

Qualified candidates should submit a resume online at [www.bankofutica.com](http://www.bankofutica.com) or mail to Human Resource Officer at address below.

*In a league all our own*<sup>®</sup>

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