

Corporate Trust Officer - Job Standards

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

KNOWLEDGE OF WORK:

- Has complete and thorough understanding of organization philosophy, mission statement and goals
- Has general knowledge of laws regarding trusts, wills and estates: In specifics, knows organization laws, regulations, and ancillary laws and compliance legislation and regulation relating to estates, trusts, securities, assets in trust
- Knows legal procedures and processes, and how to effectively implement them
- Knows how to utilize the services of external legal counsel in trust matters and estate settlements
- Has general knowledge of all organization departments, products and services of the organization

QUALITY OF WORK:

- Correctly interprets and administers trusts and assets of trusts in accordance with regulation
- Maintains a current knowledge of legal precedents, changes in regulation, and legislation regarding legal matters pertaining to trust matters, banking, and the securities industry
- Produces legal forms, documents, and processes that serve to protect both the organization's interest and matters placed in trust, in contracts and agreements relating to its business

QUANTITY OF WORK:

- Undertakes and completes tasks within required time frames and schedules
- Reviews legal documents, law reviews, and other research materials and releases and interprets what implications, if any, such matters may have on the trust operation and administration
- Attends meetings, conferences, and strategy sessions to advise management and customers on implications of anticipated, known, or pending legal matters concerning trusts
- Writes compliance manuals, policies, and procedures relating to trusteeship issues

PLANNING AND ORGANIZATION:

- Plans work and implements processes to ensure compliance and legal conformity
- Schedules work assignments according to needs, including overtime and weekends
- Considers impact on other trust functions when schedule work assignments and priorities
- Keeps trust department space organized, secure, equipment in sound repair, and functioning
- Keeps physical trust department library to a minimum utilizing CD-ROM research methodology