



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0525

---

**TRUST ADMINISTRATOR**

GRADE L

**SCOPE OF WORK:**

Work involves carrying out corporate trust services provided by the Bank of North Dakota to the State of North Dakota and political subdivisions. Services include acting as trustee, escrow agent, paying agent, bond registrar, and transfer agent.

**DUTIES PERFORMED:**

- Interpret and apply state and federal regulations relating to public debt financing.
- Review, negotiate, and comment on financing documents; identify and assess current and potential risks; make recommendations to the trust committee.
- Ensure the Bank's account acceptance requirements and responsibilities can be and are met.
- Participate in bond closings; execute financing documents; coordinate delivery and release of bonds in accordance with industry standards; authenticate registered bonds.
- Establish trust accounts and records; monitor accounts for compliance with financial documents, arbitrage restrictions, and rebate reporting and continuing disclosure requirements; work with issuers, investors, financial advisors, and/or legal counsel to maintain compliance with indentures, regulations, and standards of trustee performance.
- Ensure proper accounting and transactional records for trust accounts; calculate and record accrual, accretion, and amortization entries; process receipt and disbursement of funds.
- Monitor investment of funds for rate, maturity, and compliance with financing documents; structure investments and cash flows for timely payments.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree in business administration, accounting, finance, or banking, and three years of work experience in corporate trust administration, public finance, and/or commercial, residential, or agricultural lending. Additional work experience as described may substitute for the education requirement on a year-for-year basis.

CLASS CODE: 0525

ND Class Description  
Trust Administrator

---

Eff. Date: 01/87

Rev. 01/00 – Word processing conversion

Rev. 02/08 – Revised scope of work, duties, min quals, and class eval