**TELLER**

**Part-time position**

**Hours:** **Monday – Friday: 12:00 p.m.. – 6:00 p.m.**
**Saturday: Rotating**

**Location: Moore Branch**

**In-Hire Pay Range: Teller I = $14.00 – $17.50 per hour (dependent on direct teller experience)**
**Teller II = $16.10 - $20.13 per hour (dependent on direct teller experience)**

**General Summary**
This position is under the direct supervision of the Shift Leader. Duties include performing various teller duties as described, cross-training within the department as well as other areas of the bank, cross-selling bank products, and training others as directed.

**Summary of Job Requirements**
- Ability to be consistent in attendance and punctuality in order to fulfill staffing and service needs.
- Positive interpersonal skills with the ability to constructively interact with fellow employees.
- Knowledge of various types of teller equipment to include personal computers.
- Above average verbal and written communication skills.
- Above average math skills.
- A minimum of one-year cash handling experience for Teller I.
- A minimum of one-year teller experience for Teller II.
- The desire to promote bank products and services.
- High school diploma or G.E.D.

**Summary of Job Duties**
- Performs paying and receiving functions.
- Insures that all assigned duties are completed in a timely manner.
- Accountable for representing the bank to customers in a courteous and professional manner.
- Cross-sells bank services and accounts.
- Participates in and provides training to other tellers as directed.
- Completes all necessary documentation as required under CTR guidelines.
- May be required to work non-traditional banking hours, including weekends, nights, or holidays.