

## **TELLER**

### **Part-time position**

#### **Hours:**

**Monday - Friday: 12:00 PM – 6:00 PM**  
**Saturday: Rotating 7:30 a.m. – 1:00 p.m.**  
**These hours may change based on the needs of the branch**

**Location: Douglas Branch**

**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 teller experience.
- The desire to promote bank products and services.
- High school diploma or G.E.D.

### **Summary of Job Duties**

- May perform commercial window, 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.
- Responsible for Collection Item activity