

## **ATM/CIF Clerk (ATM side)**

### **Full-time Position**

**Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.**

**Location: Main Bank**

**In-Hire Pay Range: ATM/CIF I = \$16.10 – \$20.13 per hour (dependent on direct ATM/CIF experience)  
ATM/CIF II = \$18.52 - \$23.14 per hour (dependent on direct ATM/CIF experience)**

### ***SUMMARY***

Enters data into computer for subsequent entry by performing the following duties.

### ***ELEMENTS OF THE POSITION***

- Keeps track of received data and source documents.
- Prepares and sorts source documents, and identifies and interprets data to be entered.
- Contacts preparers of source documents to resolve questions, inconsistencies, or missing data.
- Enters alphabetic and numeric data from source documents into computer following format displayed on screen, and enters necessary codes.
- Compares data entered with source documents and makes necessary corrections to information entered.
- Creates, maintains and edits customer information on bank information system.
- Assists in charge-offs and collections.
- Maintains files as required by bank policy.
- Keeps record of work completed.
- Reviews error reports and enters corrections into computer.
- Transmits entered information into database.
- Files or routes source documents after entry.
- Responds to inquiries regarding entered data.
- Reviews and makes appropriate entries from daily reports.
- Assists in assuring that bank policies and procedures are followed.
- Insures approved measures are used in handling and issuing of customer cards and editing of customers' accounts.

### ***Knowledge/Skills—***

- Interpersonal skills to represent the bank in a positive way in dealing with customer/employee transactions
- The ability to constructively interact with fellow employees in all departments
- Ability to operate various types of standard office equipment, including adding machines and computer terminals
- Good written and verbal communication skills are required
- Adequate eyesight is required for satisfactory completion of duties and responsibilities
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### ***Experience/Education—***

- One-year of Data Entry with Skilled Typing
- Minimum high school diploma or equivalent