



Position Description

Position Title: Teller
Division: Retail
Reports to: Retail Branch Officer
Supervises: None

Job Summary

Pleasantly and efficiently assist customers with their day-to-day retail banking needs

Essential Functions

1. Ability to promote bank products and services to current and prospective customers
2. Efficiently run teller window
3. Balance cash drawer daily
4. Handle customer inquiries and concerns in person and on phone

Additional Responsibilities

1. Assist in opening and closing of branch
2. Identifying referral opportunities both within the retail department as well as cross departmental
3. Other duties assigned by supervisor

Knowledge, Skills, & Abilities

1. High school diploma required
2. Knowledge of bank regulations as they relate to specific position
3. Skill in operating personal computers and using Microsoft Office
4. Ability to promote bank products to area residents and businesses
5. Ability to participate in community activities to help promote bank recognition
6. Ability to communicate verbally and in writing, in an effective manner
7. Ability to interpret bank policies and procedures to customers
8. Ability to work with supervisor and other personnel
9. Friendly and positive attitude