

JOB DESCRIPTION

JOB TITLE: Teller/Paying & Receiving

DEPARTMENT: Retail

REPORTS TO: Lead Teller

STATUS: Non-Exempt

JOB SUMMARY:

Responsible for receiving, verifying and processing customer account transactions.

% of TIME RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

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| 75% | 1. Receive and validate customer transactions, including but not limited to checking deposits and withdrawals, savings deposits and withdrawals, and loan payments. |
| 5% | 2. Issue Cashier's Checks, redeem Savings Bonds, and process Cash Advances on credit cards. |
| 5% | 3. Process bank-by-mail transactions, night deposit transactions and transactions delivered by armored car service at designated teller areas. |
| 5% | 4. Submit customers' transactions to scanning machines, make corrections to balance, and transmit to be posted. |
| 5% | 5. Balance cash in drawer and reconcile out-of-balance conditions. |
| 5% | 6. Perform related responsibilities as required or assigned. |

REQUIRED QUALIFICATIONS:

Knowledge and Skill

Ability to communicate orally.

Ability to use computer, teller machine, coin and currency counters, and 10-key calculator.

Skill in basic mathematics, especially in counting cash and in analyzing and determining the cause of out-of-balance conditions and correcting.

Equivalent Education/Experience

Graduation from High School.

At least two years of related experience involving handling cash.

PHYSICAL REQUIREMENTS:

Observing (seeing and hearing) and speaking to customers and co-workers. (70% of time)

Coordinating eye-hand movements as required in the use of a computer, teller machine, 10-key calculator, coin and currency counters.

Lifting and carrying coins and bags of money up to 20 lbs. (10% of time)

SPECIAL JOB DIMENSIONS:

Job involves lifting and carrying bags of money and occasionally working with difficult or disagreeable customers.