



POSITION OPENING

Temporary teller position (Summer)

Job Description:

Accurately complete routine financial transactions while ensuring a positive action with customers. Transactions include accepting deposits, cashing checks and bonds, processing cash advances, sorting and wrapping coin (lifting required) and other miscellaneous duties.

Qualifications:

- High school diploma or equivalent
- Basic math skills
- Commitment to quality customer service
- Clear and effective communication skills
- Proven ability to dependably fulfill a work schedule
- Keyboarding/PC experience

This position will be assigned to the main bank lobby, main bank drive-up or branch as needed. Schedule is expected to fluctuate depending on location with hours between 7:30AM and 5:00PM, Monday through Thursday, 7:45AM and 6:00PM on Friday and 8:45AM and 12:15PM on Saturday. Schedule will require Saturday rotation.