

JOB DESCRIPTION

(Date)

POSITION TITLE: Bank Teller

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Process deposits and pay out funds in accordance with bank procedures; to record all transactions accurately and balance each day's operations.

II. ESSENTIAL FUNCTIONS:

Receives cash and checks for deposit, verifies amounts, and looks for check endorsements. Examines cash carefully to guard against acceptance of counterfeit bills.

Cashes checks for customers after verifying identification and checking account balances in accordance with bank policy.

Enters transactions into computer and issues customer receipts.

Counts cash balance at beginning of shift and balances cash and checks against computer records at end of shift.

Prepares certified checks, cashier's checks, savings bonds, and travelers' checks as requested.

Explains bank services and charges to customers.

Observes suspicious behavior and reports any such activity to head teller and/or security personnel as appropriate. In the event of a robbery, remains calm and follows bank procedures to safeguard customers and staff.

Substitutes as needed for customer service person during lunches and short breaks, and can perform simple functions such as assisting customers in opening accounts, accessing safe deposit boxes, and explaining ATM operations.

III. QUALIFICATIONS AND EXPERIENCE:

High school diploma or equivalency.

Ability to enter numerical data on computer with speed and accuracy. 3. Good mathematical aptitude to facilitate daily balancing.

Pleasant manner in dealing with bank customers.

Ability to work under pressure.

Successful completion of in-house training program.

IV. PHYSICAL REQUIREMENTS:

Low physical effort required to stand majority of shift, bend, stoop, lift, and walk. Maximum unassisted lift = 35lbs. Average lift less than 10lbs. Requires ability to use a keyboard, monitor and calculator. Also requires the ability to communicate verbally both in person and on the telephone.

V. ENVIRONMENTAL REQUIREMENTS:

Inside average office environment. Average office noise levels. No personal protective equipment required. Ambient temperature between 68 and 76F.