



Your Perfect Financial Fit

JOB POSTING

Premier Bank is committed to providing Equal Opportunity in Employment. The Bank is continually trying to improve recruitment, employment, development and promotional opportunities for its employees. Our selection decisions are based on job related factors and not on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status.

POSITION: Teller I, II or III (Full-time)
JOB REFERENCE #: 61-223
LOCATION: Lackman Banking Center
DEPARTMENT: Retail
REPORTS TO: Teller Supervisor
POSTING DATE: 01/09/12
GRADE: 9, 10 or 11 (Depending on Experience)
SALARY RANGE: \$8.90 – \$14.77 per hour (Depending on Experience)

SUMMARY:

Provides cash receipt and payment services in accordance with bank procedures. Represents the bank to the customer in a courteous, professional manner and provides prompt, efficient, and accurate service in processing customer transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains a current knowledge and consistent compliance with Bank Secrecy Act (BSA) requirements.
- Maintains current knowledge and consistent compliance with other Regulations, bank policies and procedures related to the position.
- Processes paying / receiving teller transactions and maintains accurate records of all transactions.
- Accepts deposits, withdrawals, consumer loan and other payments.
- Cashes checks within assigned limits and stated guidelines.
- Issues money orders, official checks and traveler's checks.
- Issues and redeems savings bonds.
- Responsible for own daily settlements of teller cash and proof transactions.
- Promotes company services, answers questions and direct customers to appropriate department for specialized services.
- Delivers quality of service as defined by department standards.

JOB REQUIREMENTS:

Excellent customer service skills
Good math aptitude
Ability to operate standard office equipment
Good computer skills
Ability to stand for extended periods of time and lift up to 25 lbs.
Prior Teller or cash handling experience preferred

EQUAL OPPORTUNITY EMPLOYER

Internal Transfer Applications are available on the X-Team HR Access under Human Resources/Forms or from your HR Representative.
