



## **Teller**

### **Essential Functions and Basic Duties:**

- Provide prompt, efficient, and friendly service involving receipt and payment of cash to customers
- Acknowledge customer needs with suggestions appropriate to the bank's services
- Receive commercial and individual checking deposits, verifies cash and endorsements, and issues receipts
- Accept checks for cashing or paying, verifies endorsement, validity and funds, and makes change
  - Obtains officer approval according to established policy
- Receive savings deposits
- Pay withdrawals after verifying balance and signature
- Communicate information clearly and effectively while maintaining a friendly and welcoming disposition toward members and co-workers
- Handle account modifications, inquiries, and member research requests
- Daily Scanning
- Always keeps cash secure and maintains a high level of safety for the bank
- Accept stop payment requests, check reorders, and address changes - Distributes these to proper personnel for processing
- Maintain proper levels of cash in cash drawer
- Answer customer questions when necessary, always using the opportunities to cross-sell other bank services

### **Required Knowledge and Experience:**

- HS Diploma Required - Degree Preferred
- 1-3 years of banking experience preferred
- Excellent customer service skills are a MUST
- Proficient MS Office Skills
- Cash handling experience
- Excellent communication and interpersonal skills

### **Equal Employment Opportunity Policy**

First State Bank of Uvalde provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.