

# BETTER BANKS

## Job Description Template



Name:	Location:
Job: Part Time Teller	Reports To: Branch Manager/Personal Banker
Division/Department: Operations	

Travel Expectations:	<input type="checkbox"/> No Travel <input checked="" type="checkbox"/> Local Travel	Type of position:	Expected Hours: 15-27/ week
	<input type="checkbox"/> Some Overnight Travel	<input type="checkbox"/> Full-time <input type="checkbox"/> Intern/Coop	<input type="checkbox"/> Exempt
		<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Nonexempt

### GENERAL DESCRIPTION

The part time teller performs efficient and accurate banking transactions; and delivers customer service and maximizes client solutions by identifying needs for bank products and providing opportunities for new products and services based on the customer's financial goals.

### DUTIES & RESPONSIBILITIES

Executes financial transactions in accordance with bank policies and procedures while maintaining an acceptable record in daily drawer balancing

Researches and resolves account service inquiries/ issues; responds to client inquiries promptly and effectively; and serves as a customer liaison between departments as necessary

Proactively builds client relationships by effectively educating them on available products and services and referring what best meet the customers needs

Learns new and existing products

Adheres to operational controls, including legal, corporate, and regulatory procedures to ensure the safety and security of customer and bank assets

Drives efforts in the branch to identify and implement a positive overall customer experience

Other duties as assigned by management

### EDUCATION &/OR WORK EXPERIENCE REQUIREMENTS

High school diploma or GED equivalent, &

6 months cumulative work experience in a role of similar scope and responsibility required.

### MENTAL & PHYSICAL REQUIREMENTS

Ability to stand for extended periods of time, occasional bending, kneeling, squatting. ability to lift 5 lbs consistently and 30 lbs occasionally

### COMPETENCIES

Money handling experience is desired. Requires strong oral & written communication, customer service, and problem solving skills; and basic computer skills. Attention to detail is critical.

REVIEWED BY:

*Title:*

APPROVED BY:

*Title:*

My signature below constitutes the understanding of the requirements, essential functions & duties of the position:

Employee Signature: