



## POSITION DESCRIPTION

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Position: Teller, Full-Time

FLSA Status: Non-Exempt

### **Position Overview**

Under the immediate supervision of Senior Teller and Office Manager. Work assignments are accomplished in accordance with established procedures and problems encountered are directed to immediate supervisor. Accuracy of Teller duties are checked daily by supervisor through control procedures for balancing cash with receipt and disbursement documents.

### **Essential duties and responsibilities:**

- Presents professionalism in their job, courteous and friendly attitude daily. Receives members' payments, share or share draft deposits, cashed checks, and issues withdrawals over the counter. Completes required vouchers for all transactions and enters indicative data into computer terminal.
- Processes payroll deduction, change of address, and transfers monies from one account to another upon request, issues money orders; may issue official checks
- Provides general credit union information to members, over counter or by telephone, and answers questions or helps members on inquiries concerning errors or misunderstandings pertaining to payments and/or account transactions, or refers member to appropriate staff
- May process mail transactions and night depository as required
- Balances cash drawer against voucher transactions daily. Assists in counting weekly change fund
- May be required to travel to other branch offices, as needed for staff coverage
- Other duties as assigned by direct manager or senior level staff, as determined by fluctuating business needs

### **Minimum Requirements:**

- High school diploma or equivalent

### **Competencies:**

- Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Work Environment:**

Required to sit, stand, walk, stoop, kneel, crouch, or crawl. Ability to use hands and fingers, handle, or feel objects, tools, or controls, reach with hands and arms. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.