



PART-TIME TELLER JOB OPENING

Department: Retail Banking
Reports to: Head Teller
Hours: 15-20 hours/week. Candidates need to have open availability 7:15 am – 6:00 pm, Monday through Friday, as well as Saturday mornings, 7:30 am – Noon, on a rotating schedule.

Job Requirements:

- High school diploma or equivalent
- Successful completion of in-house training program or other approved training program.
- Good interpersonal communication, organizational and computer skills, ability to operate standard office equipment such as adding machines and typewriters.

Specific Job Functions:

- Is responsible for comprehensive, prompt and efficient customer transactions.
- Receives checks and cash for deposits to accounts, verifies amounts, examines checks for proper endorsement.
- Assists in the bank-by-mail function and night deposit envelopes.
- Issues travel cards, money orders, cashier checks, gift cards and license stickers.
- Balances cash drawer at the end of the shift and compares totaled amount to computer generated proof sheet. Reports any discrepancies to the supervisor as necessary.
- Ensures that the teller station is properly stocked with forms, supplies, etc.
- Place holds on accounts for uncollected funds.
- Promotes and explains other financial institution services such as consumer and mortgage loans, IRA's, certificates of deposit, safe deposit boxes, traveler's checks and money orders.
- Reports malfunctions of teller terminal and other equipment used at the teller station to supervisor.
- Cashes checks and processes withdrawals, pays out money after verifications of signatures and customer balances in accordance with financial institution's procedures.

Interested candidates should contact Jessica Engle, Human Resources, Citizens State Bank, Lena: jessicae@csbnow.com or by phone @ (815) 369-4524. Citizens State Bank is an Equal Opportunity Employer.