

Position Title: Teller – Part Time
Reports to: Branch Manager
Status: Nonexempt
Salary Range: \$9.00 per hour – Minimum Starting Rate
Days: Scheduled as needed

SUMMARY:

Under supervision, and in accordance with existing procedures and systems, provides a variety of member service functions involving the receipting and/or disbursing of funds. (i.e. check, money order, cashier's check), accurately accounting for funds received and disbursed, correctly recording member transactions in the Credit Union's data processing system, and providing information to members with respect to their financial and other transactions at the Credit Union. Work involves constant and direct dealing with Credit Union members and potential members, and requires the ability to accurately record information and communicate effectively. Work might be performed on the teller workstation or at the Drive-thru windows.

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

- Provides one or more of the following services for members, in person, by telephone or by mail:
 - Processes deposits to share, share draft, and other share accounts.
 - Disburses cash or check withdrawals.
 - Provides cashier's checks, money orders, and VISA cash advances.
 - Receives loan payments.
 - Processes transfers between accounts as required.
 - Opens accounts and closes accounts as directed.
 - Performs account maintenance (additions, deletions, changes, etc.) as directed.
 - Takes member requests for wire transfers in accordance with internal policies and procedures.

- Operates computer and accurately enters amounts received and disbursed in accordance with system programs and parameters.
- Opens and closes his/her teller drawer daily, or as scheduled, and accounts for cash assigned, received, and disbursed. Accurately balances to the Teller Balance Reports and files daily work in accordance with Branch policies and procedures.
- Operates Check 21 Program for scanning and submitting electronic cash letters of cashed/negotiated checks.
- Scans member identification and enters information into the Digital Document System according to established policies and procedures.
- Runs OFAC Checks using the Bridger Insight Program.
- Prepares CTR Reports in accordance with regulations and internal policies and procedures.
- Adheres to all applicable regulations (i.e., Reg CC, Reg D, Reg E, Bank Secrecy Act, Patriot Act, OFAC, Truth-in-Savings, etc).
- Adheres to all PAC FCU policies and procedures.
- Performs such other duties as might be assigned from time to time, including but not limited to ATM machine balancing, filing, answering telephones, preparing Money Order Sales Report, preparing Cashier's Checks Sales Report, processing mail transactions, and assisting employees in other departments as required.

PERFORMANCE STANDARDS:

Must be able to handle cash transactions accurately and efficiently. Must display a cooperative, positive attitude towards members and fellow employees. Must have sound interpersonal skills. Must be able to service members in person and by telephone. Must conduct themselves in a professional manner at all times.

SUPERVISORY RESPONSIBILITIES:

No requirement.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) plus six to twelve months related experience and/or training preferred or the equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to communicate in both English and Polish. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

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.

OTHER SKILLS and ABILITIES:

Ability to operate customary office machines such as photocopier, fax, adding machine, typewriter, and postage machine. Ability to operate a personal computer to perform daily transactions in accordance with system programs and parameters. Some spreadsheet application knowledge desirable, but not absolutely essential.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

MENTAL DEMANDS:

The mental characteristics necessary to competently perform this job include the need to occasionally be persuasive, frequently be able to compare and continuously be alert, use judgment, and be patient.