



JOB DESCRIPTION

Position Title: Teller

Department: Teller

Exemption Status: Non-Exempt

Reports To: Teller Manager

Location: Del Rio Sonora Brackettville

Type: Regular Full-Time
 Temporary Part-Time

Last Updated: November 1, 2009

ESSENTIAL FUNCTIONS

- Process customer transactions accurately (deposits, withdrawals, loan payments, cash checks, money orders, cashiers checks, savings bonds, cash advances, adhere to bank policies/regulations, balance teller box, etc.)

MARGINAL FUNCTIONS

- Perform ATM duties (balance, settle, on call)
- Perform other duties as assigned.

REQUIRED SKILLS, ABILITIES & EXPERIENCE

- High school diploma, equivalency, or currently enrolled in school.
- Excellent interpersonal communication skills.
- Basic mathematical skills

PREFERRED SKILLS, ABILITIES & EXPERIENCE

- Bilingual in English and Spanish
- Working knowledge of computers including MS Office

EQUIPMENT USED

- Computer
- Copier
- Printer
- Fax Machine
- Currency Counter
- Calculator

WORK CONDITIONS

- Professional office environment.
- Standing daily for entire work shift.
- Heavy lifting/carrying daily (25 - 30 lbs)
- Hearing and speaking to exchange information in person and/or via telephone.
- Ability to see to read, count money, and analyze data.

~Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time~

THE BANK & TRUST IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/D/V