



JOB POSTING NOTICE

All applications will be reviewed and selected for posted positions without regard to race, color, religion, national origin, sex, age, marital status, or disability.

| Job Posting # | Position/Status/Grade | Location |
|---------------|--|--|
| 000D | Teller I, II or III (on-call, hrs vary) Grades: NX3, NX4 or NX5 Salary Range: \$8.59-\$17.06 | Region 3 - Staffing Pool, Elk Grove, CA |

******Open Posting no deadline******

Summary:

This position provides excellent customer service. Performs a wide range of paying and receiving services, including taking deposits and providing troubleshooting of accounts. Is an on-call position and will work in the various branches in the area as needed.

Relationships:

Reports to: Operations Officer

Contacts: Operational staff and customers

Duties and Responsibilities:

- *Focus on the Customer and provide quality customer service*
- *Represent the Bank in a courteous, friendly and professional manner*
- *Accepts customer deposits, withdrawals and loan payments*
- *Accurately counts cash, stays within limits and balances daily*
- *Selling products and services to customers*
- *Resolves customer problems and inquiries*
- *Maintain a current knowledge of and process work in accordance with Bank policies and procedures*
- *Specifically adhere to the Bank's CIP, BSA and related security procedures*
- *Complete required Compliance training within established time frames*
- *Performs other duties as assigned*

Position Qualifications:

- *Minimum of 3 months prior cash handling experience and a good balancing record (previous bank experience preferred)*
- *Excellent interpersonal skills and ability to develop rapport with people*
- *Excellent communication and organizational skills*
- *Computer knowledge consisting of Microsoft Word and familiarity with Excel*
- *Demonstrated interest in selling and/or sales experience*
- *Ability to function in a team environment, be enthusiastic, a team player*