



JOB POSTING NOTICE

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

Job Posting #	Job Posting Dates	Position/Status/Grade	Location
10-021	3/3/2010 – 3/5/2010	Teller 1, 2, 3 or Sr. Teller Part-time – 20 Hours Grades: 11-1, 12-1, 13-1, 14-1 Salary Range: \$8.59 – \$15.54 (DOE)	Downtown Medford Branch, Medford, OR

Summary:

This position provides excellent customer service. Performs a wide range of paying and receiving services, including taking deposits and providing troubleshooting of accounts.

Relationships:

Reports to: Operations Officer

Contacts: Branch 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*
- *Fill in as needed for Operations Supervisor/Officer and non-exempt operational staff (Sr. Teller)*
- *Be designated as branch trainer or mentor for new tellers (Sr. Teller)*
- *Resolves customer problems and inquiries*
- *Handle more complex customer issues (Sr. Teller)*
- *Performs other duties as assigned*
- *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*

Position Qualifications:

- *Minimum of 3 months prior cash handling experience and a good balancing record (Previous bank experience preferred)*
- *Minimum of 2 years of teller experience (Sr. Teller)*
- *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*
- *Has established good selling, cross selling and referral skills (Sr. Teller)*
- *Exhibits proficiency in all technical skills (Sr. Teller)*
- *Successful completion of BVS Training classes for Sr. Teller Program*
- *Over-all rating of Excellent or higher in all areas on most recent performance evaluation (Sr. Teller)*
- *Ability to function in a team environment, be enthusiastic, a team player*

Note: Positions will be posted internally for 3 business days.

Interested employees should send completed Job Posting Applications to Human Resources-Administration (Medford). Posting applications should be sent immediately to ensure consideration and must reach Human Resources on or before the expiration date. If an application is sent on the expiration date, a call should be made to alert the Human Resources Department. If the posting notice period has expired, employees should contact Human Resources to verify that the positions are still available before applying for the openings.