



Job Title:	Teller	Reports To	Teller Supervisor
Department/Group:	Operations	FLSA Status	Non Exempt
Location:	Main Branch-S. I-44	Travel Req.	n/a
Salary Grade Range: (experience based)	\$10-\$14	Position Type:	Based on Need
Approved By:	Human Resources	Last Updated:	2017

Job Summary

To provide exceptional member service while conducting transactions for members and posting them accurately to the appropriate accounts. It is also the Teller's responsibility to maintain and balance a cash drawer within the limits and guidelines provided by the credit union and offer products and services that could benefit the member and contribute to the growth of the credit union on a consistent basis.

Essential Duties and Responsibilities

- Accurately posting transactions to member's accounts while providing exceptional member service.
- Maintain and balance a cash drawer.
- Offer products and services that could benefit the member and contribute to the growth of the credit union.
- Open and redeem Certificate of deposits
- Process Visa Cash Advances
- Other duties assigned by supervisor as needed

The Preferred Candidate would possess the following skills and qualifications

- High School Diploma or equivalent preferred
- Must be able to fluently read, write, and speak in both Spanish and English, *required*.
- 1+ years of Teller experience
- Cash Handling experience
- Customer Service experience
- Sales Focused
- Goal Oriented
- Administrative Writing Skills, Microsoft Office Skills, Organizational skills, and Verbal Communication skills.