

# Teller

**Classification:**

Non-Exempt / Full-Time

**Reports to:**

Teller Supervisor/Branch Manager

**Job Description Creation / Review date:**

January 2017

---

## JOB DESCRIPTION

**Summary / Objective:**

The Teller is responsible for performing intermediate duties as a front line teller. The position must ensure they follow the Bank's procedures, policies, and security guidelines as well as perform other projects or tasks as directed by the Teller Supervisor or Branch Manager.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions include but are not limited to the following.

1. Be fully knowledgeable with all Bank products, services, and fee schedules
2. Be fully knowledgeable with teller processing system and Perform all the duties of a teller
3. Teller transactions related to all account types and loan products offered by the Bank.
4. Maintaining cash limits, daily balancing, sales of official checks and money orders, bonds redeemed, filing of new and closed account cards, signature card and check scanning, tickler file, night drop, mail, preparing CTR forms, OFAC name searches for non-customers or other payees, identify and report suspicious activity, maintain cash sales of monetary instruments log,
5. Dormant account reactivation and logging.
6. Be fully knowledgeable of and comply with the Banks BSA policy and procedures and Bank security procedures.
7. Cross-selling the Bank's products and services, participation in community events and Bank activities.
8. Perform branch clerical duties as necessary
9. Promote and develop business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services

**Competencies:**

1. Capacity to learn technical subject areas.
2. Detail orientation.
3. Organizational skills.
4. Computer and Microsoft Office proficiency.

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the essential duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Position Type / Expected Hours of Work:**

This is an hourly, full-time position. Days and hours of work are Monday through Saturday, with shiftwork between the hours of 7:45am to 6:00pm. Hours of work may vary in accordance with branch business hours offered.

**Travel:**

Travel is generally limited to visits to other Bank office locations during the business day. Limited travel may also be needed in connection with seminars, conferences, and other employee training efforts.

**Required Education and Experience:**

1. Proficient with Word and Excel software and Outlook
2. High School degree or equivalent or member of certified school work program.

**Preferred Education and Experience:**

1. College degree (bachelor's or associate's)
2. 2+ years of related banking experience

**Additional Eligibility Qualifications:**

1. None required for this position.

**EEO Statement:**

Lincoln 1st Bank provides equal employment opportunities to all employees and applicants without regard to unlawful considerations of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status or any other classification protected by applicable local, state or federal laws. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Lincoln 1st Bank expressly prohibits any form of workplace harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition (including medical characteristics), marital status or any other classification protected by local, state or federal laws. Any employee who violates this prohibition will be subject to disciplinary action, up to and including termination of his or her employment.