
Title:	Part-time Teller	Availability:	<i>Varies</i>
Location:	Stillwater, MN	Office Hours:	Monday – Friday (7:30 a.m. - 6:00 p.m.) Saturday (7:30 a.m. – 12:15 p.m.)

Position Summary

The Part-time Teller is responsible for processing client transactions in an accurate and professional manner to comply with all regulatory laws, compliance and bank policies consistently while providing excellent customer service to ensure further bank growth.

Primary Duties

- Balance and maintain a cash drawer on a daily basis and ensure balance is maintained consistently by processing transactions accurately, keeping complete records and following established guidelines.
 - Provide excellent customer service by greeting clients in a friendly and professional manner, handling transactions accurately and efficiently, being responsive to the client's needs and maintaining confidentiality of sensitive client information.
 - Recognize opportunities to sell bank products and services that best fit the client's financial needs by having accurate knowledge of all bank products and services, keeping informed of special promotions, and referring clients to other departments when appropriate.
 - Develop and maintain a thorough knowledge of bank security policies and procedures by consistently following established policies/procedures, being aware of suspicious activity, reporting security violations, and attending security training sessions.
 - Performing miscellaneous duties relating to job function (i.e. balancing vault, and ATM, traveler's cheques, etc.) by completing the task accurately and meeting the established deadlines for completion.
 - Develop and maintain a thorough working knowledge of all laws and regulations including, but not limited to, those specifically relating to the teller area by demonstrating the ability to understand, follow, and correctly apply regulations specific to position. Keeping up to date with regulatory changes and identify violations and correct them within regulatory time requirements.
 - Maintain regular and predictable attendance, which may include working Saturday, and opening and closing of the Branch.
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Minimum Requirements

- High school diploma or equivalent preferred.
 - Previous customer service related experience preferred.
 - Must possess a friendly, courteous, and professional customer service attitude.
 - Basic mathematical skills.
 - Ability to maintain integrity of highly confidential information.
 - Familiar with computers.
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