



## **Job Posting Teller/Customer Service Representative**

**Date:** May 24, 2019  
**Position:** Full-time Teller/Customer Service Representative  
**FLSA Status:** Non-exempt  
**Benefits:** Eligible  
**Hours:** 40 hours per week  
Ability to work M-F and Saturday rotation  
**Location:** Waverly/Montrose

Position exists to service bank customers by handling cash and checks, processing deposit and time account transactions, receiving loan payments, and responding to basic inquires about products and services. Responsible for project and routine work assignments, answering the telephone and responding or referring callers to appropriate party.

### Qualifications:

- Professional demeanor
- Proven track record of reliability
- Approaches work with a flexible mindset
- Enjoys interacting with customers
- Understanding of bank products and services
- Ability to follow policies and procedures
- Understanding of basic math calculations

### Required Qualifications:

- High school diploma or general education degree (GED); or six months of related experience and/or training; or the equivalent combination of education and experience.
- Cash handling experience
- Good customer service and communication skills

Citizens State Bank of Waverly is an EEO/AAP Employer of women, minorities, protected veterans and individuals with disabilities. Member FDIC.

EOE m/f/v/d