



Date: August 14, 2017
Position: Part-Time Teller
FLSA Status: Non-exempt
Benefits: Ineligible
Hours: 15-20 hours per week.
Ability to work M-F and some Saturdays
Location: Waverly and 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 inquiries about products and services. Responsible for project and routine work assignments, answering the telephone and responding or referring caller 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

Preferred Qualifications:

- Teller experience
- Bank customer service experience

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

EOE m/f/v/d