



Teller Services Specialist Position

Perform Teller duties to include processing new member accounts, operating computer to update member accounts and print checks. Prepare and maintain related records and reports, and process cash and check transactions.

Position Functions:

- Operate computer to retrieve and update member account information and print loan and share withdrawal checks or disburse by cash.
- Receive loan payments and share deposits from members.
- Maintain knowledge of all regulations that pertain to member accounts and teller activity with a particular focus on Truth in Savings, the USA Patriot Act, the Bank Secrecy Act and Regulation CC.
- Balance receipts and disbursements daily in accordance with prescribed procedures.
- Be knowledgeable of all services offered by the Credit Union and promote them to members.
- Process information on new members explaining all aspects of the Credit Union.
- Cash checks for members.
- Process Travelers Cheques for members and process reports in accordance with prescribed procedures.
- Assist with special promotions to include marketing new services and mergers.
- Process money orders for members and process reports in accordance with prescribed procedures.
- File documents in member files.
- Perform duties in loan area, take telephone loan requests and forward the Member Services Representative for approval as directed.
- Forward member request for payroll changes to Operations Department.
- Process deposits and balance/replenish the ATM where applicable.

Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet on or more these physical or mental requirements will not automatically disqualify an employee from the position. Upon request for a reasonable accommodation, the company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodations.

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| • Seeing | • Typing | • Hearing/Listening |
| • Hand/finger dexterity | • Standing | • Clear speech |
| • Lifting (20lbs. or less) | • Reading/Writing | • Analysis/Comprehension |
| • Basic math skills | • Decision making | • Clerical |
| • Face-to-face contact | • Works well with others | • Verbal contact with others |

It is not intended that this position description include all details of the work functions inherent in this position, nor does it give exclusive title to every function described. The position incumbent will perform work of equal or lower classification, as required or directed and perform work of higher classification for training purposes, or as warranted by emergency circumstances.

Qualified candidates can submit a resume by completing the Online Employment Application available at www.premierfcu.org under “Career Opportunities”.