



Part-Time Teller Services Specialist Position

Position Functions:

- Update member account information, share deposits/withdrawals.
- Maintain knowledge of all regulations that pertain to member accounts and teller activity.
- Be knowledgeable of all products, services and promotions offered by the credit union and promote them to members.
- Balance receipt and disbursements daily in accordance with prescribed procedures.
- Process information on new members explaining all aspects of the credit union.
- Cash checks for members.
- Process Travelers Cheques/Money orders for members and process reports.
- Match products to member needs by explaining benefits of products offered by credit union.
- File documents in member files.
- Process deposits and balance/replenish the ATM where applicable.

Qualified candidates must be willing to offer unparalleled service, be self-motivated, energetic and be able to multi-task. Cross-selling skills are a must for this position. Candidate should be willing to work scheduled hours needed in branch for quality assurance.

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”.

Equal Opportunity Employer