

2022 Senior Category Job Description

Clover Bank
4444 Clover Road
Clover City, OH 12345

Contact: Chris Clover

Position: Teller

Position Overview:

Welcomes and establishes relationships with customers. Processes customer transactions accurately and efficiently and balances daily. Educates customers on how to leverage technology (e.g. ATM, Kiosk, Mobile, On-Line) to conveniently process their transactions. Educates and refers customers to other areas of the bank to deepen relationships and build strong internal partnerships pursuant to OCR guidelines. Adheres to all operational, security, risk and regulatory related policies and procedures. Demonstrates acumen in banking, transaction processing, cash handling, customer service, operations, systems, technology and communication while maintaining up to date knowledge on all products, services, technology and policies.

As a Teller, you will be exposed to a solid foundation to launch your banking career. You will be provided opportunities to develop your skills in building relationships with customers but also learn about the different areas of banking. Clover Bank is committed to meeting our customers needs.

As a Teller, your primary responsibilities would include:

- Welcoming customers to the bank and establishing professional relationships with them.
- Processing customer transactions accurately and efficiently while balancing daily.
- Educating customers on how to leverage the banks technology to assist them with their transactions.
- Referring customers to other areas of the bank to deepen relationships and build strong internal partnerships.
- Adhering to all operational, security, risk and regulatory policies and procedures.
- After receiving training, you will be expected to demonstrate an acumen for banking, transaction process, cash handling, customer service, operations, systems technology and communication while maintaining up to date knowledge on all products, services, technology and policies.

Basic Qualifications:

- HS Diploma or GED
- 1 year experience working with customers. Can include military service with administration, contracting, civil affairs, or similar experience Or
- Bachelor's degree

Preferred Qualifications

- A Bachelor's Degree in a business-related field is preferred, but not required
- Cash handling skills preferred but not required
- Comfort with technology such as mobile services and online banking services, a plus

Eligibility: Senior