

Lincoln National Bank

Job Description

Position: Teller
Reports to: Head Teller or Operations Manager
Pay Classification: Hourly-Non-Exempt

Purpose of position: Provide services to customers involving receipt of payments of cash; and to recognize customers' needs and suggest appropriate bank services in a friendly manner.

Education, Training & Experience:

- Prefer a high school diploma or equivalent.
- Working knowledge of computer applications such as Word, Excel, Sentryfile and NuPoint (CSI).

This position has no supervisor responsibilities.

Physical and Mental Qualifications

- Must sit for extended periods of time (65%)
- Must stand/walk for extended periods of time (35%)
- Requires climbing, balancing, stooping, kneeling, reaching and handling
- Requires speaking, hearing and seeing
- Must have hand dexterity to operate computer
- Able to react and adapt to change
- Must be able to lift / carry up to 30 lbs.
- Problem Solving

Essential Job Duties:

- Provide prompt, efficient and friendly service to customers at all times.
- Receive all types of Deposits/Withdraws.
- Loan / Cash Reserve Payments.
- Count, proves and packages currency and coin.
- Cash checks following proper Bank procedures, making sure funds are available and collected.
- Assist customers with inquiries by phone and in person.
- Answer phones as needed.
- Record information on BSA and Monetary Instrument Logs.
- Redeems Savings Bonds.
- Assist in night depository function, ATM & Lock Boxes.
- Prepare and process daily sales of Money Orders, Cashier's checks & postage stamps.
- Ensure station is properly stocked with supplies.
- Balance drawer and verifying that cash is within cash limit assigned.
- CTR's / SAR's / Monitor Accounts.
- Comply with and assist others in complying with all relevant laws, regulations and policies.
- Branch Capture.
- Back up New Accounts if trained.

This job description denotes essential functions of the job. Lincoln National Bank promotes an equal opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.

Lincoln National Bank reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.