

Full Time Teller

Job Code PK011

3400 Court Street, Pekin, IL 61554

Office Hours: Lobby: Mon – Fri 8:30am – 5:00pm;
Sat 8:30am – Noon
Drive Up: Mon – Thurs 8:30 am – 5:00 pm; Fri 8:30 am – 6:00
pm; Sat 8:30am - Noon

Essential Job Functions:

- Provides exceptional customer service.
- Understands and promotes bank products and services.
- Handles cash efficiently and accurately.
- Processes a variety of financial transactions such as check cashing, accepting deposits, and payments efficiently and effectively, while following established bank policies and procedures.
- Exercises good judgment and is alert to possible fraud situations.
- Maintains confidentiality of all customer information.
- Able to speak English clearly and understandably.

There are other job duties that are assigned as needed.

All employees must be able to relate well to customers and co-workers in an atmosphere of mutual respect without exhibiting behavioral extremes and be able to respond appropriately to direction and constructive criticism from a supervisor.

Equipment used in Teller Line

- All tellers should be familiar with and know how to use computers, fax machines, copiers, printers, typewriters, coin machines, and phone systems.

Minimum Requirements

- Basic knowledge of credits and debits
- Competent math skills
- High School diploma or equivalent

Physical Functions

- Be able to lift 20-30 pounds bags or trays of coin
- Ability to stand for periods of time
- Regularly retrieves coin from vault, adjusts office equipment, and performs minor maintenance of ATMs and drive-up facilities.

Submit cover letter, resume, and/or application for employment to kvanderh@hbtbank.com. Please refer to Job Code PEK011. Internal applicants should submit an Interest Form.