

## **Full Time Teller**

Job Code HE017

401 N. Hershey Road, Bloomington, IL 61704

Hours of Availability: 30 - 40 hours a week, Mon-Fri - 7:15AM - 6:00PM

Saturdays - 7:15 AM – 1:15PM

### **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 pound bags or trays of coin
- Ability to stand for periods of time
- Regularly retrieves coin from vault beneath workstation, adjusts office equipment, and performs minor maintenance of ATMs and drive-up facilities.

**Submit cover letter, resume, and/or application for employment to [kdoolin@hbtbank.com](mailto:kdoolin@hbtbank.com).  
Please refer to Job Code HE017.**