



Job Title:	Teller	Department/Group:	Branch
Location:		Supervisor:	Head Teller/Branch Manager
Position Type:	Full-time	Contact:	
Will Train Applicant(s):			

Job Description

ROLE AND RESPONSIBILITIES

The teller is responsible for assisting customers with in-branch transactions.

- **Front Line Responsibilities**

Employee shall know, understand, and be held accountable for basic product knowledge, cash handling, transaction processing including deposits, withdrawals, loan payments, and savings bond redemption, end of day cashbox balancing, ATM & night deposit balancing, stop payments, and check holds

- **BSA**

Employee shall know, understand, and be held accountable for aspects of BSA Policy related to CDD, CTR completion, OFAC verification, and Suspicious Activity Reporting

- **Information Security Responsibilities**

Employees shall know, understand, and be held accountable for fulfilling their security responsibilities as defined in the Information Security Policy as well as other First Shore Federal policies. Information security is the responsibility of everyone at First Shore Federal. Employees are responsible for informing the IT Department of any incident, suspected or material, and of any issues hindering their work function.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use of First Shore Federal owned network devices. Employees have an obligation to use their internet access in a responsible and informed way. Employees are responsible for the security of their credentials for any and all applications used by First Shore Federal. Employees are responsible for participating in any and all education and training programs initiated by First Shore Federal.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED required
- Prior bank experience preferred

PREFERRED SKILLS

- Cash handling or sales experience
- Computer skills and knowledge required

ADDITIONAL NOTES

Pay range: \$15-17/hour

Benefits: health, vision, and dental insurance, paid time off, 401k & matching, life insurance, flexible spending account, health savings account. Occasional overtime possible.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	