

**FIRST STATE BANK OF LIVINGSTON
MAIN BRANCH
FULL TIME CUSTOMER SERVICE REP / RECEPTIONIST
CLOSES 02/10/2026**

WE HIRE VETERANS

Responsibilities:

- Provide quality, efficient, and friendly service promptly
- Greet customers, answer questions and direct them to appropriate department
- Open new checking, savings, certificate of deposit, and IRA accounts
- Scanning and filing documents
- Daily duties related to the bank's new deposit account exception tracking program
- Perform a variety of duties to provide existing and potential customers with appropriate and accurate services while ensuring confidentiality and the security of accounts
- Promote the bank's products and services
- Follow established policies and procedures for the position and operate within compliance with federal regulations.
- Duties may evolve over time to support departmental goals, new products, and changing operational needs.
- The employee may be assigned to different functions within the department, as necessary.

Requirements:

- proficiently using computer for processing customer transactions, opening new accounts, word processing and other functions
- Frequently uses calculator, copier, scanner and fax machine
- Must be capable of accurate typing at a computer keyboard
- High school diploma or equivalent
- Pass background check
- Familiarization with account documentation requirements is also required, but documentation training will be provided so detailed knowledge is not a mandatory prerequisite
- Interact well with others
- Sits for extended period of time
- Kneels/squats, bends/stoops, pushes/pulls, twists, and transfers up to 10 pounds.
- Six months of banking experience or one year as a customer service representative preferred but not required.
- Must be discreet and trustworthy.
- Pay attention to details
- Pleasing personality
- Able to not become rattled when customer volume is high.
- Must like people and enjoy helping them since there is constant customer contact.
- A consistent positive, cooperative, self-motivated, courteous, and professional attitude is considered an essential function.
- Must treat others with respect and in a professional manner.
- Expected to work as a team and roll up sleeves and pitch in as necessary to get job done.
- Should regard coming to work on time, working shift as scheduled, and leaving at the scheduled time as essential functions of job.

Works rotating day shifts. Works Monday through Friday from 7:45 to 4:30 one week, and Monday through Friday from 8:45 to 5:30 the next week. Management reserves the right to change schedule.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, or other legally protected status.

APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCES BY THE END OF THE DAY ON 02/10/2026.

You may pick up an employment application at any of our branches or apply online at <https://www.workintexas.com>.