

**FIRST STATE BANK
FULL-TIME TELLER
LIVINGSTON MAIN BRANCH DRIVE-IN
Closes 04/07/2025**

WE HIRE VETERANS

Provide quality, efficient, friendly service promptly; responsible for accurately processing routine transactions at a bank including cashing checks, depositing money, and collecting loan payments; accepts checks, cash, and other forms of payment from customers; records all transactions electronically; counts cash in drawer at end of business day and makes sure amounts balance; responsible for safe and accurate handling of money processed; must verify customer's identity and make sure account has enough money to cover transaction when cashing a check; must be careful not to make errors when counting cash; scans and files documents; performs a variety of duties to provide existing and potential customers with appropriate and accurate services while insuring confidentiality and security of accounts; promotes the bank's products and services, answers questions, and directs customers to appropriate department for specialized services; follows established policies and procedures for the position and operates within compliance with federal regulations.

Requirements include high school diploma or equivalent; one to three months of teller experience and/or training or one year handling and balancing cash drawer or one year as a customer service representative; pass background check; proficiently using computer for processing customer transactions; using 10-key by touch; interacts with others; may sit on stool or stand for extended period and kneels/squats, bends/stoops, pushes/pulls, reaches overhead, twists, and transfers up to 26 pounds

Must be discreet and trustworthy; a consistently positive, cooperative, self-motivated, courteous and professional attitude is an essential function of this position; must treat others with respect and in a professional manner; must like people and enjoy helping them since there is frequent customer contact; must pay attention to details and not become rattled when there is more work to do than can be completed on schedule or customer volume is high; expected to work as a team player and roll up sleeves and pitch in as necessary to get the 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. One week will work 6:45-3:30 Monday through Friday. Another week will work Monday through Thursday from 8:45-5:45 and Friday from 8:45-6:15. Required to work at least one Saturday each month from 8:30-1:15. Management reserves the right to change this 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 04/07/2025.

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