

**FIRST STATE BANK OF LIVINGSTON
SHEPHERD BRANCH
PART TIME TELLER/CSR
Closes 2/05/2025**

WE HIRE VETERANS

Provide quality, efficient, friendly service promptly; answer incoming calls and transfer to appropriate personnel in a pleasant and professional manner; receive cash and other monetary instruments for deposits and payment; verify signatures, amounts, and available balances with due diligence; balancing cash; scanning and filing documents; perform a variety of duties to provide existing and potential customers with appropriate and accurate services while insuring confidentiality and the security of accounts; promote the bank's products and services, answer questions, and direct customers to appropriate department for specialized services; follow established policies and procedures for the position and operate within compliance with federal regulations.

Requirements include proficiently using computer for processing customer transactions; using 10-key by touch; high school diploma or equivalent; pass background check; interacts with others; may sit on stool or stand for extended period of time and kneels/squats, bends/stoops, pushes/pulls, reaches overhead, twists, and transfers up to 26 pounds.

Three months of teller experience and/or training or one year handling and balancing cash drawer or one year as a customer service representative preferred but not required.

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 detail 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.

Schedule varies anytime between the hours of 7:00 A.M. to 5:45 P.M. Monday through Thursday and until 6:15 P.M. on Friday. May work one or two Saturdays per month from 8:30 A.M. to 1:15 P.M. Schedule will average less than 30 hours per week. Management reserves the right to change the 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 2/05/2025.

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