

**FIRST STATE BANK OF LIVINGSTON  
ONALASKA BRANCH  
FULL TIME TELLER / CSR  
Closes 05/11/2026**

**WE HIRE VETERANS**

**Responsibilities:**

- 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
- Balance cash
- Scan and file documents
- Open new checking, savings, certificate of deposit, IRA, and safe deposit box accounts
- Perform a variety of duties to provide existing and potential customers with appropriate and accurate services while insuring confidentiality and the security of accounts and the safe deposit boxes
- 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
- 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 computers for processing customer transactions, opening new accounts, word processing and other functions
- Using 10-key by touch
- High school diploma or equivalent
- Pass background check
- Interact with others
- May sit on stool or stand for extended period of time
- 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 cash handling and balancing cash drawer or one year as a customer service representative **preferred** but not required. Ones with experience may be selected over ones without experience.
- Must be discreet and trustworthy
- 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.

**Works rotating day shifts. Works Monday through Friday from 7:00 to 3:30 one week, and Monday through Thursday from 9:00-5:30 and to 6:00 on Fridays. Management reserves the right to change schedule. Also, must work at least one Saturday per month and be willing to work up to two Saturdays per month from 7:30 a.m. to 12:15 p.m. 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 05/11/2026.**

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